

Certified as a Regulation (or
as Regulations) of the

Department of Social Welfare
(Name of State Agency)

Charles J. Schaubert
(Signature)

Director
(Title)

8-31-53
(Date)

AREA OFFICES

LOS ANGELES OFFICE
MICHIGAN 8411
MIRROR BUILDING
145 SOUTH SPRING STREET
12

SACRAMENTO OFFICE
GILBERT 2-4711
P.O. BOX 816
4

SAN FRANCISCO OFFICE
EXBROOK 2-8751
PACIFIC BUILDING
821 MARKET STREET
3

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND
DIRECTOR

August 31, 1953

STATE HEADQUARTERS

SACRAMENTO
GILBERT 2-4711
616 K STREET
14

Hon. Frank M. Jordan
Secretary of State
Room 117, State Capitol
Sacramento, California

ADDRESS REPLY TO:

616 K. Street
Sacramento, 14
Office of the Secretary of State
of the State of California

AUG 31 1953

At 3 o'clock P.M.

FRANK M. JORDAN, Secretary of State

By *[Signature]* Assistant Secretary of State

Dear Mr. Jordan:

Attached are three copies of regulations which will be issued by the State Department of Social Welfare with Old Age Security Manual Letter No. 17.

These regulations were adopted by the State Social Welfare Board on August 21, 1953, pursuant to the powers conferred upon it by the Welfare and Institutions Code under Sections 103, 103.5, and 114(b), and are being filed in accordance with Sections 11380 and 11422(c) of the Government Code.

The regulations contained in the following sections are to be effective October 1, 1953:

A-170	A-990
A-530	A-1364
A-710	A-1376

The regulations contained in the following sections are to be effective September 9, 1953:

A-198	A-1322
A-208	A-1352
A-276	A-1516
A-280	

Three copies of the "Finding of Emergency" adopted by the State Social Welfare Board on August 21, 1953, with respect to the above regulations effective September 9, 1953, are attached.

Very sincerely yours,

[Signature]
Charles I. Schottland
Director

Attachments

Subsections A through F of this section
not relevant to changes are omitted
from the agenda.

G. SUBPOENA OR COURT ORDER FOR RELEASE OF INFORMATION

The county welfare department may receive a subpoena or other order from a court requiring that records be produced. Unless it is readily apparent that the court order was issued for a purpose directly connected with the administration of the program, counties shall immediately notify the district attorney or county counsel, with the request that this officer take appropriate action to safeguard the confidential nature of the record.

(a)

Remaining portions of this section not
relevant to changes are omitted from
the agenda.

FILED

In the Office of the Secretary of State
of the State of California

AUG 31 1953

At 3 P.M.

FRANK M. JORDAN, Secretary of State

By *[Signature]*
Assistant Secretary of State

(a) ~~Delete provision for action or representation by Attorney General's office when county receives a subpoena or court order requiring public assistance record be produced in court.~~

I. ~~OLD AGE SECURITY~~

The proposed revision to Manual Section A-170 is initiated at the request of the Attorney General's Office. Presently the welfare departments in Los Angeles, Sacramento and San Francisco Counties, where the Attorney General maintains offices, may request the Attorney General to take action to preserve the confidential nature of public assistance records subpoenaed by a court. The revision will result in all counties requesting their district attorney or county counsel to take any necessary steps to protect the confidential nature of these records. The proposed revision will have no effect on the expenditure of public funds.

The foregoing explanation is also applicable to Sections B-030 and C-025.

The authority of a county board of supervisors to grant, restore, increase, decrease, suspend, discontinue and deny OAS or authorize return of erroneous repayments may be exercised by an agent when duly authorized by resolution by such board. Likewise, under certain circumstances the authority of the board of supervisors to determine liability of responsible relatives may be delegated to an agent.

(a)

(b)

Persons to whom the board of supervisors delegates its authority shall be designated and such agents shall be persons who direct, supervise, or perform the determination of eligibility for assistance.

(a)

The board of supervisors shall authorize an agent to grant aid to eligible persons who request restoration of OAS within one year following discontinuance due to income from employment.

(c)

(W&IC 7.1, 2140, 2224, 2183.9)

- (a) Incorporate present provisions of Bulletin 460
- (b) Incorporate provisions of AB 640 (Chapter 688, Statutes of 1953)
- (c) Incorporate provisions of AB 41 (Chapter 142, Statutes of 1953)

Sec. 2183.9 provides that an agent of the B/S shall be, authorized to grant aid to eligible persons who request restoration of OAS following a discontinuance because of employment. The proposed revision to Manual Section A-198, Delegation of Authority by Board of Supervisors, incorporates these provisions.

Other pertinent Manual Sections incorporating these provisions were considered at the July meeting with the County Welfare Policy Committee.

If a request for aid becomes an application, a control shall be set up for the "pending applications" control file after the date the application is signed and the state number shall be entered. Likewise a control shall be set up for pending "requests for restoration." The following additional information shall be entered on each control.

(a)

1. The date evidence necessary to the establishment of eligibility was secured, i.e., the date the certification of eligibility was signed by the caseworker, or by the case supervisor, if the latter is required by the county.
2. The date aid is authorized or denied by action of the board of supervisors or its delegated agent.

The county shall also provide for suitable controls to insure that warrants are delivered promptly after aid is authorized in accordance with Sec. A-303, Prompt Completion of Investigation, and A-280, Restoration of Aid.

(a)

Such other card files and controls as may be necessary shall be maintained in connection with:

1. Pending applications, reapplications, and restorations
2. Cases in which an application ^{or a request for restoration} has been signed but aid has been denied, or discontinued, or in which the application has been canceled or withdrawn or canceled.
3. Active cases currently receiving aid
4. Annual reinvestigations of eligibility
5. Transfers of cases to another county or from another county
6. Completion of required period of county residence on non-county cases
7. All requests for aid even though an application is not signed.

(W&IC 2140)

(a) To conform to SB 809.

I. OLD AGE SECURITY

By reference to Section 2180.6 of the Welfare and Institutions Code, SB 809 sets up a specific requirement governing the beginning date of aid to persons who request restoration following discontinuance within the previous twelve months. It is identical with the provision governing the beginning date of aid on new applications (except for restorations following discontinuance because of employment).

It follows that action by the Board of Supervisors (or agent) is necessary to deny a request for restoration in the same manner as action is necessary to deny applications.

The proposed revisions which follow provide for a control on pending requests for restoration, for denial action on such requests, and for notification to the individual of the action taken. All other manual sections affected by SB 809 were presented to the Social Welfare Board in July and revisions were adopted at that time.

The number of requests for restoration which are denied is not known, but is believed to be relatively small. Formal action denying the request, and notification to such persons are administrative steps not now required.

A-208 COUNTY CARD FILES AND CONTROLS (Rev.)

A-208

Sufficient card controls and files shall be maintained in the county to insure that (1) identification and clearance can readily be made to expedite the processing of applications and requests for restoration and to eliminate duplication, and that (2) action is taken when due.

The county shall maintain a permanent card file of all persons who have made a request for aid, as defined in Sec. A-204. These cards shall be filed so as to be readily available for review and shall include the following information:

1. Aid program
2. Name and address of the applicant
3. Date of request
4. Nature of request
5. Disposition of request
6. If no application or request for restoration (see Sec. A-280, Restoration of Aid) is signed, the reason.

If a request for aid is made but the application or request for restoration is not signed, the information secured during the interview shall be recorded in a manner which will be helpful in the event of a later application or a complaint.

(a) To conform to SB 809

If restoration is requested from the same county through which aid was formerly received, the former recipient's signed statement on a new application form (Ag200) is not required. (See Sec. A-288, Authorization of Aid Following Discontinuance Due to Employment.)

All requests for restoration shall be written, dated and signed by the former recipient, ~~unless the request is by telephone.~~ In the latter case, the date of the telephone request shall be entered in the case record. If the request for restoration is made by letter, the date of receipt shall be considered the date request is made. Exception: No signed request for restoration is required if the automatic restoration procedure described in this section is used, or if adjustment for overpayment of aid requires discontinuance for one month for an otherwise eligible recipient. (See Sec. A-1312, Discontinuance of Aid.)

Request for restoration shall be granted or denied by the board of supervisors or its authorized agent unless the request for aid is withdrawn. The date of county action represents the date the investigation is completed. A person who withdraws his request for restoration shall receive a completed Form DPA 8, Notice to Applicant Who Withdraws Application, unless the county elects to deny the request. In such case notification of action shall be given on Form Ag 239, Old Age Security - Notification of Action. A copy of the notification shall be retained in the case record.

(a)

Remaining portions of this section not relevant to changes are omitted.

6. A suggestion that any questions regarding the county's action be discussed with the county.
7. A statement regarding the right to request a hearing before the board of supervisors; to inform the nearest office of the SDSW of any complaint regarding the county's action; to appeal for a hearing, and a decision by the SDSW within 90 days. Such statement shall be in conformity with that set forth on the reverse of the printed Form Ag 239.

(b)

If a recipient requests it, he shall be provided with a statement of the particular items of special need allowed, the amount allowed for each item, and the total need. Such statement shall be provided him within 10 days after the request is made.

(WELIC 2016, 2140, 2181.1, 2182)

Remaining portions of this section not relevant to changes are omitted from the agenda.

(a) To conform to SB 809.

(a) To conform to SB 809.
(b) To bring into conformity with the notification statement adopted by the Social Welfare Board in July 1953.

Immediately following the county's action, the applicant shall be notified in writing of the disposition of his application, or his request for restoration.

Old Age Security -- Notification of Action (Form Ag 239) includes the minimum requirements for notification and shall be used by the county unless a substitute form which incorporates the information appearing on Form Ag 239 is used, namely:

1. The nature of the county action, i.e., granting or denying aid on new applications or request for restoration. If granted, the amount of aid shall be shown. If denied, the reason for such action shall be explained in relation to the circumstances of the particular case and without use of technical terms or abbreviations which the applicant or former recipient may not understand. (a)
2. The source of income and amount of deductions shall be listed if aid is granted in less than the maximum amount.
3. The amount of need shall be shown, if the total need of the individual is determined to be in excess of the statutory maximum.
4. The date from which the county action is effective.
5. The date the Form Ag 239 is forwarded.
6. A suggestion that any questions regarding the county's action be discussed with the county.
7. A statement regarding the right to request a hearing before the board of supervisors; to inform the nearest office of the SDSW of any complaint regarding the county's action; to appeal for a hearing, and a decision by the SSWB within 90 days. Such statement shall be in conformity with that set forth on the reverse of the printed Form Ag 239. (b)

If a recipient requests it, he shall be provided with a statement of the particular items of special need allowed, the amount allowed for each item, and the total need. Such statement shall be provided him within 10 days after the request is made.

(W&IC 2016, 2140, 2181.1, 2182)

Remaining portions of this section not relevant to changes are omitted from the agenda.

- (a) To conform to SB 809.
- (b) To bring into conformity with the notification statement adopted by the Social Welfare Board in July 1953.

A person living on land leased by United States Agencies from the state, its political subdivisions or individuals, or on land owned by the United States within the boundaries of California may acquire state and county residence by union of act and intent. Such lands include Indian Reservations, Housing Projects constructed by the Federal Works Agency and the United States Housing Authority, Military Reservations, Federal Prison Lands such as Alcatraz, etc. (W&IC 2140, AGO 52/183, Arapajolu et al v McMenamin A.C.A.900).

(a)

~~(a) Conformity with AGO 52/183 and Appellate Court decision~~

RESIDENCE ON LAND LEASED OR OWNED
BY THE U.S.
SEC. A-530

Embodied in a recent appeal decision was a legal interpretation that California residence can be gained while a person is living on land within the State boundaries but under the so-called "exclusive jurisdiction" of the federal government. The existing rule holds to the contrary. This recent interpretation, which was given in Attorney General's Opinion AGO 52/183, issued 9-6-52, was subsequently supported by an Appellate Court decision. (Arapajolu, et al V. McMenamin A. C. A. 900) Revision to Section A-530 is proposed to bring it into conformity with this interpretation.

The Attorney General held that although certain lands within the State boundaries have been ceded to the United States and are referred to as under the "exclusive jurisdiction" of the federal government, there is on such land some concurrent local jurisdiction. Residents of such areas may acquire residence in California for purposes of voting. Likewise, any person residing in any federal areas within the State boundaries is subject to State income, sales and gasoline taxes, State laws governing employment and workmen's compensation, etc. Such areas, therefore, are not in fact under the "exclusive jurisdiction" of the United States.

Some persons not previously eligible from a residence standpoint will be eligible under the proposed revision. The number is not known. Administratively the determination of residence eligibility for persons living on federal lands will be simplified.

The foregoing statement is also applicable to Section B-355 and C-273.

Portions of this section not relevant
to changes are omitted from the agenda.

The following items of real property (excepting separate property of a separated spouse) shall be included when determining if the total assessed value of real property, less encumbrances of record, is within the allowable maximum. (See Sec. A-745, Encumbrances.)

Subsections 1 through 6 of this section
not relevant to changes are omitted
from the agenda.

7. The county assessed value of the applicant or recipient's place of abode, whether his house, boat, trailer or other habitation. If the property is not assessed and it is impossible to obtain an assessment one-half of the current market value shall be used. (a)

Remaining portions of this section not
relevant to changes are omitted from
the agenda.

(a) Change in policy.

DETERMINATION OF ASSESSED VALUE
OF REAL PROPERTY
SEC. A-710

W&IC Sections 2164 and 2165 provide that a person, or a person and his spouse, may qualify for Old Age Security from a real property standpoint provided the county assessed value of real property owned does not exceed \$3500 after encumbrances of record are deducted.

Under certain circumstances the county assessed value of real property cannot be secured. If a person builds a house after the county assessment for the year has been made, it is generally not possible to get the county assessment of the property including the new house until the following year. Also in OAS some property which normally would be considered personal property is classified as real property under Section 2163.7 of the W&IC because it is used as the person's home. Typical of this type of property is the house trailer. If the trailer is on wheels it is subject to licensing by the State Department of Motor Vehicles but does not have a "county assessed value."

Policy has long provided that when the county assessed value of real property cannot be obtained, the market value shall be used. This policy is not equitable as real property is generally assessed at not more than 50% of the market value.

Manual Section A-860 governs the determination of the period of ineligibility following transfer of property to qualify for aid. It requires that the market value of the property at the time of transfer be determined. It states "If it is not possible to secure an estimate of the market value at that time, use that figure which represents double the assessed value at the time the transfer was made."

It seems reasonable to use the converse of the above quoted statement when it becomes necessary to place a value upon real property which has not been assessed. Therefore, the proposed revision to Manual Section A-710 provides that when a county assessed value for a particular piece of property cannot be obtained, one-half of the current market value shall be used.

Some few cases will be eligible under the proposed revision whereas they are not eligible under the current rule. The number of such cases is not known.

The foregoing explanation is also applicable to B-415 and C-310.

The county may claim payments from the state for medical, hospital, or infirmary care rendered a former recipient of OAS in a county institution at county expense when all of the following conditions are met: (See definition of county institution in Sec. A-910)

1. The individual was eligible for, and was receiving, aid on the date of admission.
2. The individual has been continuously confined in the institution and two calendar months have elapsed since the date of admission.

If the individual is released and re-enters a county institution within 10 days, and before aid is restored, his confinement in the institution shall be deemed to have been continuous.

3. There is on file in the county the certification of the superintendent or other official of the institution that the former recipient received care in the institution during each month for which a claim is filed.

The state's payment for medical, hospital, or infirmary care rendered a former recipient of OAS in a county institution is \$35.20 per month or portion of a month.

There may be overlapping of payment to the county for institutional care and payment of aid to the individual only under the following circumstance: If aid is restored to the recipient effective with the date of release from the institution (either by automatic restoration or by authorization action during the month of release), institutional subvention is payable for the full month.

Subvention shall be claimed by the county rendering the care irrespective of the former recipient's residence status except when such care is being given under a contractual arrangement between the two counties in which case the county paying for the care rendered shall claim.

If a former recipient for whose care institutional subvention is paid dies before the end of the month, institutional subvention is payable for the full month.

Claims for subvention shall be submitted to the SDSW in accord with the provisions of Sec. F-900. Claims for County Institutional Subvention, in the Manual of Fiscal Policies and Procedures.

(W&IC 2140, 2160e, 2160.6, 2160.7, AGO NS5350)

- (a) Action of County B/S requesting subvention is not necessary.
(b) Clarification.

SUBVENTION FOR COUNTY HOSPITAL
OR INFIRMARY CARE
SEC. A-990

Section 2160.7 of the W&IC provides for subvention payment to counties for medical, hospital, or infirmatory care extended to former recipients of OAS in county institutions. Policy has long provided that the county board of supervisors must take action requesting such payment. The law does not specify that the board must take this action. Therefore, the proposed revision to Section A-990 deletes the requirement for action of the county board of supervisors requesting subvention payment. This revision will have no effect on the expenditure of public funds.

The foregoing explanation is also applicable to B-518.

Subsections A and B of this section not relevant to changes are omitted from the agenda.

C. REPORTING REASON FOR CHANGE ON NOTICE OF CHANGE

If the reason for change (except discontinuance of aid to the individual) is clearly indicated by the entries in the vertical columns opposite the particular type of change which is effective, it need not be repeated under this heading. Report any additional information in this space. If a recipient's aid is discontinued, the reason shall be reported in Section II of Form Ag 232.

Change of a recipient's name, due to marriage, court order, or for other reasons, shall be reported under "Reason for Change."

If guardianship is changed or vacated, this shall be reported under "Reason for Change."

The month or months for which suspended payment was canceled shall be reported under "Reason for Change." (See Sec. A-1326, Cancellation of Warrants for Months During Which Recipient Was Ineligible Under Suspension Procedure)

If aid is restored the date restoration was requested shall be recorded here, except in cases of automatic restoration following discontinuance because of confinement in a public institution, and when aid has been withheld for one month to adjust for overpayment in the current adjustment period (See Sec. A-280, Restoration of Aid).

In reporting restoration following release from a public institution the exact date of release shall be reported here. In reporting restorations for other reasons information should be entered here as to the reason the recipient became eligible subsequent to discontinuance of aid.

When reporting restoration of aid following a discontinuance because of employment, report "eligibility established" if all of the facts have been determined when investigation is completed by action restoring aid. If aid is conditionally restored because the fact of eligibility has not been established at the time the action was taken, record "conditional restoration - presumptive eligibility." (See Sec. A-284, *Restoration of Aid Following Discontinuance Due to Employment*, for further instructions regarding reporting on conditional restorations.)

(a)

If for any reason no federal participation is available in the payment authorized for specific months, the specific period for which payment is to be claimed "non-federal" shall be noted under "Reason for Change." (See Sec. A-1352, When Federal Participation is Available).

Remaining portions of this section not relevant to changes are omitted from the agenda.

(a) New W&IC Sec. 2180.5 governing the beginning date of aid on new applications is likewise applicable to restorations (SB 809). Therefore, the date of request is essential to the determination of the date from which aid begins in all cases including restoration following discontinuance because of employment. (AB 41).

INSTRUCTIONS FOR USE OF
NOTICE OF CHANGE
SEC. A-1322

Section 2180.6 is added to W&IC to read:

"2180.6. Whenever a former recipient of aid under this chapter whose aid has been canceled or discontinued for any cause, except employment, requests restoration of aid before the expiration of one year from the effective date of such cancellation or discontinuance and if it is determined that he is eligible therefore, aid shall be granted to him in accordance with provisions of Section 2180.5. No new application shall be required if restoration of aid is requested in the county where aid was canceled or discontinued."

New W&IC Section 2180.5 governing the beginning date of aid on new applications is likewise applicable to restorations (SB 809). In accord with the provisions of Section 2180.6, aid may not be restored effective prior to the date of request for restoration and payment of retroactive aid may be necessary if the restoration is granted more than 60 days after the request. Therefore the date of request for restoration is essential to the determination of the date from which aid begins in all cases including restoration following a discontinuance because of employment.

Manual Sections A-268, 280, 1302, 1306, 1316, and 1400 implementing the major provisions of Section 2180.6 were included in the agenda for the July joint meeting with the County Welfare Policy Committee.

Proposed revision to Manual Section A-1322 merely provides for recording the date of request for restoration on the authorization document.

2. There is no federal participation in aid which is paid "conditionally" on the basis of "presumptive eligibility" unless the county completes its investigation and determines eligibility within two months after the first month for which the aid was paid conditionally. In such case federal participation in the payments shall be claimed retroactively. Such retroactive federal participation shall be claimed on the basis of the grant determined by the completed investigation. Conditional aid can be paid only following discontinuance of Old Age Security because of employment. (See Sec. A-288, Authorization of Aid Following Discontinuance Due to Employment).

B. RETROACTIVE AID

Retroactive aid means aid paid in a subsequent month for some preceding month or months.

1. Appeals

Federal participation is available beginning with the payment for the second month prior to the month in which the appeal was signed, excluding any month within this period which was prior to the month in which aid was improperly denied or withheld. The foregoing applies to payments made to carry out an appeal decision by the SSWB, or to adjust an appeal which has been filed but not yet heard or submitted to the SSWB for decision.

(a)

2. Erroneous Denial of an Application or Erroneous Discontinuance of Aid

There is federal participation in certain retroactive payments made by a county to correct its previous erroneous action. Such participation begins with the second month prior to the month in which the correcting action is taken, provided federal participation would have been available had the previous action been correct (i.e., there is no federal participation in payment for any month prior to that in which aid was improperly denied. Had the correct action been taken in the first place, the payment for such previous month would have been a retroactive initial payment in which no federal participation would have been available).

3. Aid Increased

Aid which was paid in accord with the authorized award is ^{sometimes} later found to be less than the amount to which the grantee was entitled, and the additional amount due is paid. There is federal participation in the retroactive payment provided it is authorized before the end of the second month after the month for which paid.

(a) Entire section reorganized and reworded on basis of comparable section in Fiscal Manual (F-520)

The Federal Government participates in most, but not all OAS payments made to or on behalf of eligible persons.

There is no federal participation in:

1. Any payment made to a patient who is confined to any public or private institution maintained for the purpose of treating persons suffering from tuberculosis or mental disease. Federal participation is therefore not available in payments to recipients in private homes or institutions licensed by the SDMH to care for the mentally ill or in private tuberculosis institutions licensed by the SDPH. Likewise there is no federal participation in payments made to patients cared for in other types of institutions if there is a diagnosis of tuberculosis or psychosis. (If federal participation is in order on the first day of the month, the federal government participates in the payment for the full month although the recipient may be admitted to a tuberculosis or mental hospital or institution during the month.) (See Sec. A-910, Definitions, and Sec. A-930, Eligibility While in a Public Institution)
2. Any payment made to a guardian who is an employee of the State Department of Mental Hygiene. (See Sec. A-228, Person Making Application, Sub-Section C.)

(a)

The following are additional circumstances which govern federal participation:

A. INITIAL PAYMENTS ON NEW APPLICATIONS, REAPPLICATIONS AND RESTORATIONS

The first payments made on new applications, reapplications and restorations are initial payments.

If the investigation of eligibility has extended beyond the period specified in W&IC Sec. 2180.5 or 2180.6, the initial payment may represent payment for more than one month. There is no federal participation in retroactive initial payments except as provided in Item B of this section.

(b)

There is federal participation beginning with the payment for the month in which the aid is granted if the warrant for the month is delivered in the same month, or not later in the following month than the time when such payment would normally be issued under the county's customary fiscal procedure. (See Sec. A-1306, Initial Payments)

(a)

Exceptions:

1. There is no federal participation in the first payment delivered to an applicant who remains in a public institution for the full month for which the warrant was paid. (See Sec. A-920, Eligibility While in a Public Institution)

(c) Entire section reorganized and reworded on the basis of comparable section in Fiscal Manual (F-520) to conform to AB 41.

(b) Citations changed in conformity with AB 2816

4. Earlier Beginning Date of Aid on an Application or Restoration

The beginning date of aid originally established may not have been in accord with statutory requirements. Subsequent action is taken to authorize aid from an earlier date. There is federal participation in the retroactive payment made to correct the previous erroneous authorization provided:

- (a) the correcting authorization is made before the end of the second month following the month in which the erroneous authorization was made
- and
- (b) the retroactive aid authorized is not for a month prior to the month in which the original authorization was made.

C. CORRECTION OF PAYMENTS NOT MADE IN ACCORD WITH AUTHORIZED AWARD

1. Payment Made for Less than the Authorized Award

The payment for a particular month was erroneously made for less than the authorized award, or no payment was made although there was an authorized award in effect. Payments disbursed before the end of the second succeeding month will be subject to federal participation. No change in the authorization shall be made to correct the underpayment.

2. Payment Made for More than the Authorized Award

If payment for a particular month was more than the authorized award, there is federal participation in the excess payment only if the overpayment is deducted from the payment for either of the two months following the month for which overpayment was made. No change in the authorized award shall be made to correct the overpayment.

D. DELAYED PAYMENTS

Under each of the following circumstances, if payment was properly authorized, federal participation is available provided the payment is released within the two months succeeding the months for which the payment was authorized.

1. Returned Warrants Due to Change of Address

Warrants returned to the auditor's office because of change of address shall be transmitted to the new address promptly but not later than the above specified time limit.

2. Payment of Suspended Aid

Warrants are released following suspension of payment while investigation is made. (See Sec. A-1324 Suspension Procedure)

3. Change in Payee

Aid is continuous and delay occurs because of change in payee.

4. Transfer of Aid

The second county, in a transfer case, fails to begin aid on the due date and pays retroactive aid from that date.

(W&IC 1553, 1560, 2140, 2180.5, 2180.6, 2183.9, 2186; FSSA)

If, upon the death of a recipient, it is discovered that there was, or appears to have been, possession of property or income in excess of the amount allowed under the OAS law, the county shall immediately refer the case to the SDSW for appropriate action under W&IC 2223 and 2223.5.

Claims are filed by the SDSW under W&IC 2223 and 2223.5 as follows:

- A. When the period of ineligibility is determined, claims are filed for double all aid received during the period of ineligibility.
- B. If the period of ineligibility cannot be determined, it can be presumed that the recipient was ineligible for all aid received. Claims filed under this presumption shall not exceed the amount by which the market value of the property is in excess of the statutory limitation.

Example:

Market value of the personal property	\$2,700.00
Personal property limitation	1,200.00
Amount of Claim	<u>\$1,500.00</u>

In no event shall the amount of the claim be for more than double all aid received.

- C. If the circumstances are as in A above except that the recipient in good faith honestly believed himself entitled thereto, or the personal representative of such deceased recipient can by an affirmative defense show when and under what circumstances the recipient acquired such excess property and it can be established that such were the circumstances, claim will be filed for only the aid received during the time the recipient was in possession of the excess property.

Four completed copies of Form DFA 112, Report on Deceased Recipients, shall be submitted to the SDSW as soon as possible after the death of the recipient. The county shall include on Form DFA 112, or with it, all pertinent data including a statement of the period of ineligibility, the facts on which the determination was made, and the amount of aid paid during the period of ineligibility.

County procedures shall assure that cases in which there is possibility of recovery under W&IC 2223 are reported to the SDSW in time for the state to file a claim in the probate court within statutory limitations. If the claim is rejected suit must be instituted within one year of issuance of letters testamentary or administration.

The SDSW, in conjunction with the Attorney General, will proceed against the estate of the deceased recipient. Upon recovery from the estate, the county share of the repayment will be remitted by the SDSW to the county.

(W&IC 2223, 2223.5)

Repayments receivable accounts are classified as follows:

1. Active accounts
2. Inactive accounts
 - a. Unsecured
 - b. Secured
3. Closed accounts

Active accounts are those in which the county is proceeding toward development of a plan for collections, securing of insurance assignments, or of a confession of judgment, promissory note, or court action. Inactive unsecured accounts are those in which the determination has been made that the debtor has no resources from which to make repayment. Inactive secured accounts are those in which a promissory note, confession of judgment, assignment of insurance, judgment or lien has been obtained by the county to secure the debtor's liability.

Closed Accounts are defined as those in which the repayment receivable has been paid in full or which have been written off by the county as being uncollectible.

All accounts shall be retained by the county in a manner and place readily accessible for subsequent SDSW review.

Accounts shall be reclassified from active to closed as follows:

1. When the debt is fully repaid.
2. If the debt is less than \$50 and collection can not be effected through small claims court, or without resort to measures the cost of which would equal or exceed the amount of the debt.
3. If the debt is discharged in bankruptcy proceedings.
4. If collection of the debt is barred by successful invocation by the debtor or his agent of a Statute of Limitations (See Item 8 of Sec. A-1372)
5. If the debtor is deceased and probate action is closed and there is no feasible means of recovery from heirs of the estate.
6. If the county, after opening a repayment receivable account, determines that there was no right to demand repayment.
7. When a debtor's whereabouts is unknown, county procedure must be such that the case will be reactivated if debtor's whereabouts becomes known at some future time.

An appeal may not be filed more than 90 days after the order or action complained of. Time shall be computed by excluding the date of the order or action. If the ninetieth day falls upon a Saturday, Sunday or holiday the appeal may be filed upon the next business day. The date of filing shall be the date the appeal is actually received in any office of the SDSW. The date of the order or action complained of shall be the date that notice of such order or action was mailed to the appellant except as set forth below:

1. In appeals for the return of erroneous repayments the date of collection or the date of the last installment payment is the determining date.
2. In appeals from demand for repayment the date of the last demand or the date agreement to repay was signed or a lien taken, whichever is later, is the determining date.
3. In an appeal by a recipient in which the issue is the amount of the grant, the period involved in the appeal extends back to the first of the month in which occurred the ninetieth day preceding the date of filing of the appeal.

Example: A recipient is granted \$50 monthly beginning in October, 1953. Payments are made regularly thereafter at \$50 per month. On April 20, 1954, she appeals, contending she should have received \$65 monthly. The ninetieth day preceding the date of filing the appeal is January 19, 1954. The period involved in the appeal begins January 1, 1954.

4. In appeals from retroactive discontinuance following cancellation of suspended warrants, the date of discontinuance action is the determining date. The period involved in the appeal would extend back to the effective date of the discontinuance.

If the county's action was taken or order made prior to September 9, 1953, an appeal therefrom must be filed not later than one year from such action or by December 8, 1953, whichever date occurs earlier. An appeal may be filed within one year of the county's action by any appellant who received written notice that he could appeal within one year, and who failed to file his appeal promptly, because of lack of written notice or actual knowledge that the appeal period had been shortened.

(W&IC 103, 104.5)

V FINDING OF EMERGENCY

The regulations listed below are urgency measures necessary for the immediate preservation of the public peace, health and safety or general welfare within the meaning of Section 11421 of the Government Code. Notice and public procedure thereon are impracticable, unnecessary, and contrary to the public interest. These regulations shall become effective September 9, 1953. The facts constituting the emergency are:

The 1953 Legislature adopted legislation which will become effective on September 9, 1953. Some of this legislation amends and is inconsistent with the present law affecting Aid to Needy Children, Aid to the Blind, and Old Age Security. The present regulations of the State Social Welfare Board were adopted to implement the law as it now exists, and some of these regulations are inconsistent with the legislation which will become effective September 9, 1953. Some of this legislation also adds new provisions to the law for which there are at present no regulations. In order that the new provisions of the law may be defined and implemented, and in order that there will be no period of time during which the regulations are inconsistent with the new laws, it is necessary that the regulations listed below become effective at the same time as the legislation, namely on September 9, 1953.

The regulations to which this finding of emergency applies are as follows:

A-198	B-708	C-005	C-135	C-214	F-300	F-660 (Del)
A-1322	B-715	C-010	C-150	C-352	F-520	F-670 "
A-1352		C-015	C-155	C-356	F-580	F-690 "
A-1405		C-020	C-160	C-364	F-585	
A-1516		C-105	C-170	C-503	F-590	
<i>A-208</i>		C-110	C-200	C-518	F-600 (Del)	
<i>A-276</i>		C-115	C-208	C-542	F-610 "	
		C-125	C-210	C-554	F-630 "	
<i>A-280</i>		C-130	C-212	C-616	F-640 "	

AREA OFFICES

LOS ANGELES OFFICE
MICHIGAN 8411
MIRROR BUILDING
145 SOUTH SPRING STREET
12

SACRAMENTO OFFICE
GILBERT 2-4711
924 NINTH STREET
14

SAN FRANCISCO OFFICE
EXBROOK 2-8751
GRAYSTONE BUILDING
948 MARKET STREET
2

Earl Warren
Governor

STATE HEADQUARTERS

SACRAMENTO
GILBERT 2-4711
616 K STREET
14

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND
DIRECTOR

August 31, 1953

Hon. Frank M. Jordan
Secretary of State
Room 117, State Capitol
Sacramento, California

ADDRESS REPLY TO:
616 K. Street
Sacramento 14

Dear Mr. Jordan:

Attached are three copies of regulations which will be issued by the State Department of Social Welfare with Fiscal Manual Letter No. 4.

These regulations were adopted by the State Social Welfare Board on August 21, 1953, pursuant to the powers conferred upon it by the Welfare and Institutions Code under Sections 103, 103.5, 103.6, and 114(b), and are being filed in accordance with Sections 11380 and 11422(c) of the Government Code.

The regulations contained in the following sections are to be effective October 1, 1953:

Chapter II	Secs. F-200 through F-270
Chapter III	Secs. F-310 through F-380
Chapter IV	Secs. F-400 through F-490
Chapter V	Secs. F-500, F-565
Chapter VII	Secs. F-700 through F-790
Chapter VIII	Secs. F-800 through F-940
Chapter IX	Secs. F-900 through F-940
Revisions to Forms Chapter	

FILED
In the Office of the Secretary of State
of the State of California

AUG 31 1953

At 3 o'clock P.M.

FRANK M. JORDAN, Secretary of State

By *[Signature]*
Assistant Secretary of State

The regulations contained in the following sections are to be effective September 9, 1953:

Sec. F-300	Sec. F-585
Sec. F-520	Sec. F-591
Sec. F-580	Chapter VI - Secs. F-600 through F-690 (Deletion)

Three copies of the "Finding of Emergency" adopted by the State Social Welfare Board on August 21, 1953, with respect to the above regulations effective September 9, 1953, are attached.

Very sincerely yours,

[Signature]
Charles I. Schottland
Director

Attachments

Certain basic principles govern the discharge of county accountability in administration of the welfare programs. From a fiscal standpoint, the more important of these principles are stated as follows:

Subsections 1, 2, and 3 of this section not relevant to changes are omitted from the agenda.

4. It is the responsibility of each county to promptly file claims and reports, report repayments received from or on behalf of recipients or former recipients of assistance and adjusting items found to have been erroneously claimed by the county and which are not included in field audit reports.

(a)

(W&IC 114, 115, 116, 1556, 1556.5, 2140, 3075, 3460)

While this section does not enumerate all necessary county fiscal records and accounts, the following have particular importance in state and federal review of fiscal transactions:

Subsections 1, 2, and 3 of this section not relevant to changes are omitted from the agenda.

FILED

In the Office of the Secretary of State
of the State of California

AUG 31 1953

At 3 o'clock P M.

FRANK M. JORDAN, Secretary of State

By [Signature]
Assistant Secretary of State

(a) Clarification of existing policy.

Forms have been revised to incorporate all changes made in the text of the Manual. The table of contents of the Fiscal Manual will be revised, but is not included with this agenda.

Except for the discontinuance of estimate preparation, the proposed changes in the Fiscal Manual, when adopted by the Social Welfare Board, will have little, if any, effect on the work load of county welfare departments or county auditors. It is believed that the revised statements and the modification in procedure will provide accountants and clerks with a better tool toward the perfection of fiscal administration of the welfare program.

4. County Copies of aid and subvention claims

Each county shall retain at least one copy of all aid and subvention payrolls, contra rolls, schedules and claim correction letters filed together chronologically by program for the use of and at a central location accessible to state and federal auditors. These county copies shall be exact duplicates of those submitted in claims to the state and shall not be used by the county as working copies in preparation of subsequent claims. With these shall be retained the copies of the certification forms for all claims, the Claim Summary Sheet, and the Reconciliation Statement for all claims, if applicable, which are returned to the county after state office audit together with a copy of the state claim correction letter. (a)

5. Financial records for individual cases

An individual record should be kept in the county in state number order for each recipient of aid. Such a record should include the name(s) of the recipient(s) and the payee, the state number, the amount of the grant, the participation status, the effective date of the grant, all changes in the amounts of aid, and the effective dates of such changes. Cancellations, collections, and other adjustments should also be entered in this record. In ANC the birthdate of each child and the name of the eligible relative claimed for federal participation should be indicated. (a)

6. Records in support of administrative expenditure claims

The copy of each monthly claim for administrative expenditures (Form DFA 222 and DFA 64, Parts I & II) returned to the county after state office audit together with the state claim correction letter and any supplemental county schedules or worksheets shall be filed together by month in a place convenient to state and federal auditors. (a)

(Section Continued on Next Page)

(a) Clarification of existing policy.

Ordinarily each county maintains as a part of its accounting records a voucher system in support of administrative expenditures paid by county warrant including salaries and wages, maintenance and operation, and capital outlays. There are certain other expenditures claimed from the state which may or may not be supported by particular warrants or vouchers. Included in this group are auditor's warrant writing costs, building maintenance and services, amortization of building purchase or construction, building alteration of building purchase or construction, building alterations and improvements, retirement contributions, workman's compensation, and similar items. If claims for such items are made, adequate records to support them shall be retained with the county file copy of the claim.

(W&IC 116)

F-220 DESTRUCTION OF COUNTY FISCAL RECORDS (Rev.)

F-220

The following forms and records required by SDSW may be destroyed as indicated:

A. DAILY TIME REPORTS

It is necessary to retain daily time reports, Forms DFA 43, for the month immediately preceding the current month. All records more than one month old may be destroyed without approval of SDSW. (See Sec. F-820)

B. MONTHLY TIME REPORTS

Monthly time reports, Form DFA 42, shall be retained by the county until federal and state field audits have been completed.

C. RECORDS AND CONTROLS IN SUPPORT OF FORM ABC 820, BATCH VOUCHER DOCUMENTS

Forms ABC 808, Report of Repayments,

The extra copies of authorization documents for individual cases required to be maintained centrally as a part of the batch voucher system supporting reconciliation of aid authorizations to claims are to be preserved until the state and federal field audits of the period involved have been completed.

(a)

D. GOVERNMENTAL PARTICIPATION CONTROLS

Control records maintained by the county in accordance with Section F-250 shall be retained by the county until federal and state field audits have been completed for the period covered by the control records.

Upon completion of the state and federal field audits, the county will be notified in writing by SDSW that the documents listed under B, C, and D may be destroyed. (See Sec. F-240)

(W&IC 116)

(a) Clarification of existing policy.

Certified as a Regulation (or as
Regulations) of the

Dept. of Social Welfare
(Name of State Agency)

Charles I. Schotland
(Signature)

Director
(Title)

8-31-53
(Date)

Effective controls shall be maintained by each county on:

1. Certifications or statements for individuals entering or leaving hospitals or other institutions (a)
2. 16th and 18th birthdates in ANC
3. Non-county cases; e.g., cases which do not have the required residence for county participation
4. Mismanagement cases in ANC
5. Warrants held or suspended beyond the date they would normally be delivered to the recipient
6. Guardianship cases, and
7. All other types of cases which may change from time to time in participation status, or in which participation may vary from normal, as in some retroactive payments, OAS conditional restoration, etc.
8. Aged or blind non-federal cases because of the character of the institution or diagnosis. (b)

Another important element in governmental participation is the persons count in cases eligible and ineligible for federal participation. In ANC this is particularly important for eligible relatives and the first child. An effective control on persons count shall be maintained in each county to assure correct reporting on claims and ready verification by state and federal representatives.

(W&IC 116)

F-255 REPAYMENT CONTROLS
(New)

F-255 (c)

On receipt of repayments, counties shall maintain adequate controls over the receipt of funds from or on behalf of recipients or former aid recipients. Such controls should commence with the receipt of funds by the worker or by other staff of the county. Pre-numbered receipts should be used and adequate controls should be in effect to assure the safe-guarding of such funds and the prompt reporting of the repayments to SDSW.

F-260 STATE AND FEDERAL AUDIT
(Rev.)

F-260

A. SDSW OFFICE AUDIT

(d)

Claims for aid, administration, and subvention received from the counties and other governmental agencies are audited at the central office of the SDSW. This audit is accomplished prior to certification of the claims to the State Controller for payment or for credit against a previous advance and also prior to inclusion in quarterly statements of expenditure to the Federal Government.

(Section Continued on Next Page)

- (a) Clarification of existing policy
- (b) To agree with FSSA policy
- (c) New section - clarification of existing policy
- (d) Clarification of existing policy

(A) Moneys in the possession of a county representing amounts advanced by the state for federal and state shares in aid payments and the federal share in administrative costs are in the nature of trusts and are accountable as such to the SDSW.

Since the maintenance of proper fund accounts is essential in verification and discharge of accountability, a welfare fund account including individual subaccounts for federal and state funds advanced for aid and administration for each program should be maintained. This fund should be an integral part of the accounting system and be included in accounting controls. Each advance, claim filed, claim correction, and fund adjustment should be reflected in its proper fund account. Disbursements which are receivable through cash claims to the state, and the state payments thereon, should also be accounted for.

(a)

To enable verification by the county that accountability is properly discharged, the SDSW will, upon request, furnish a transcript of state accounts showing all transactions for the period specified.

(a)

The control accounts may be maintained by the county auditor with subsidiary accounts located in the county welfare department. Monthly reconciliation of control balances and subsidiary accounts should be made.

(W&IC 114, 115, 116)

(a)

(b)

(a) Clarification of existing policy.

A. FISCAL ACTION SCHEDULES

Tentative fiscal disallowances are initiated by fiscal field representatives of SDSW on Fiscal Action Schedule, Form DFA 229, copies of which are left with the county. If additional information is necessary, the county has 30 days in which to present clearance material. After review of the county's clearance material, the SDSW cancels the tentative exception or sustains it. If cancelled, no further action is necessary. If sustained, a letter is written to the county explaining the facts on which disallowance action will be taken and allowing an additional 30 days for the county to present additional information if not in agreement with the facts as stated. Any additional information submitted by the county is considered and the disallowance decision is confirmed, modified or rescinded. Unless the decision is rescinded, the disallowance is processed by making an adjustment on a current county claim. If the county concurs in the tentative disallowance, the county should adjust the items on the Adjustment Schedule, Form 816.

(a)

B. ELIGIBILITY DISALLOWANCE

Tentative disallowances are initiated by public assistance field representatives of the SDSW on Public Assistance Action Schedule, Form Gen. 22, copies of which are left with the county. If additional information is necessary, the county has 30 days in which to present clearance material. After review of the county's clearance material, the SDSW cancels the tentative disallowance or sustains it. If canceled, no further action is necessary. If sustained, a letter is written to the county explaining the facts on which disallowance action will be taken and allowing an additional 30 days for the county to present additional information if not in agreement with the facts as stated. Any additional information submitted by the county is considered, and the disallowance decision is confirmed, modified, or rescinded. Unless the decision is rescinded, the disallowance is processed by making an adjustment on a current county claim. (See Sec. F-260, Item A)

C. STATE FIELD AUDIT EXCEPTIONS

Exceptions developed by state field audits are written in formal schedules and included in field audit reports transmitted to each county. Subsequent to the receipt of these reports, the area office will notify the county of the 60-day period in which to question or protest to the SDSW area office any of the exceptions scheduled. If a protest is filed, it shall be accompanied by full supporting data. The exceptions involved may be cleared, modified or sustained by SDSW. If cleared, no further action is necessary. If modified or sustained, the required adjustments will be made on a current claim by SDSW (See Sec. F-260, Item 8). Under no circumstances is the county to adjust exceptions contained in the audit report.

(a)

D. FEDERAL AUDIT EXCEPTIONS

Exceptions developed by fiscal representatives of the FSSA are written in formal schedules on a state wide basis and are transmitted by that agency to the SDSW. Copies of such schedules as are applicable to the individual

(Section Continued on Next Page)

(a) Clarification of existing policy and to list in order of occurrence

Claims corrections found necessary in office audit are specified in a claim letter sent to the county together with copies of corrected claim summary documents. The claim letter explains the detail of the corrections made in the claim as reflected in changes in the totals on the summary documents.

If there are adjustments to be made in a claim for federal or state field audit exceptions for some prior period, such adjustments are also specified in the claim letter and in the summary document totals, and referral is made in the claim letter to the particular federal or state audit exception schedule previously transmitted to the county. (See Sec. F-270, Items ~~A, B~~ C, D)

If an adjustment on a current claim is necessary because of a disallowance (See Sec. F-270C), referral is made in the claim letter to the date of the state letter to the county notifying it of the facts in the case and the reasons for disallowance.

If the county of residence is to be charged with the county share of ANC paid by the county of application under W&IC 1512 (c), the adjustment is reflected in the claim letter and in the summary document totals. Also attached to the claim letter is Form CA 818, "Adjustment under W&IC 1512(c) authorized by Notification of Transfer - Form CA 215A," showing the detail of amounts paid by the county of application. (See Sec. F-760, Item B)

B. SDSW FISCAL FIELD REVIEW

Fiscal field representatives of the SDSW conduct periodical current reviews of county fiscal procedures including preparation of aid claims, administrative expense claims and time records, maintenance of adequate sick leave and vacation records, adequacy of the county's accounting system, adequacy and effectiveness of county controls and all other phases of fiscal procedures.

(a)

C. SDSW FIELD ELIGIBILITY REVIEW

Public assistance representatives of the SDSW conduct periodic reviews of determinations made by the county relative to the eligibility of applicants and recipients for aid. These reviews are a source of claim adjustments. (See Sec. F-270, Item ~~e~~ B)

(a)

D. STATE FIELD AUDIT

All claims, accounts, and documents are subject to periodic post audit by representatives of the State Controller.

(a)

E. FEDERAL AUDIT

Fiscal representatives of the ^{FSSA} FSA visit each county from time to time to review or audit selected phases of county administration with particular emphasis on the county records and accounts in support of claims filed by the county with respect to federal funds for aid or administration.

(a)

(a) For clarification of existing policy and to list in order of occurrence.

A. ACTIONS AUTHORIZING PAYMENT

The action of a county board of supervisors (or its duly appointed agent as provided in Item D) granting, restoring, increasing, decreasing, suspending, discontinuing, denying aid, ^{changing or} returning erroneous repayments constitutes the final action which unconditionally authorizes payment to be delivered to, or withheld from, the specified payee. Such action authorizes payment immediately, except where a future date is specified. With respect to continuing aid payments, the first day of each month is the effective date of the continuing authorization for payment.

(a)

In case of restoration following discontinuance due to income from employment, the initial payment must be delivered to the recipient within 30 days of the date restoration is requested. In some such instances the initial payment must be authorized and delivered in the month prior to that for which aid is restored. (See Secs. A-288 and A-1306 of the Manual of Policies and Procedures - OAS.)

(b)

Remainder of subsection A and B of this section not relevant to changes are omitted from the agenda.

C. AUTHORIZATION REQUIRED PRIOR TO ACTION

Regardless of the form in which recommendations are presented to the board of supervisors (or agent), the following is required with respect to action on individual cases:

Subsections 1 and 2 of C of this section not relevant to changes are omitted from the agenda.

3. Each authorizing action shall be certified on individual documents by the board clerk or deputy clerk or by a duly appointed agent of the board, and the individual documents shall be filed in the case record. In ANC the name of the eligible relative, if any, and of each eligible child included in the ANC grant shall be shown on the authorization document. If a county desires to maintain separate document files at a location different from that at which the case records are kept, identical documents certifying county action shall nevertheless be filed in the individual case records.

(a)

- (a) Clarification of existing policy.
(b) To conform to AB 41.

county are transmitted to it by the SDSW. The county has 30 days from the date of receipt of the SDSW transmittal letter to question or protest any of the exceptions in the schedule. Any protest shall be filed with the SDSW central office and shall be accompanied by full supporting data. The SDSW will take action with the FSA to clear, concur in, modify, or appeal the exception. If cleared, no further action is necessary. If concurred in or modified, the necessary adjustment is made by the SDSW on a current county claim. If the SDSW files an appeal with the FSA, no immediate action is taken to adjust on a current claim. Later, if the appeal is granted, the result will be the same as a clearance with no further action necessary. If the appeal is denied, adjustment will be made by the SDSW on a current county claim. Under no circumstances is the county to adjust exceptions contained in the audit report. (See Sec. F-260, Item E)

(a)

(W&IC 1556, 1559, 2189, 3087.3, 3482)

(a) Clarification of existing policy and to list in order of occurrence

Subsection A and part of B of this section not relevant to changes are omitted from the agenda.

Advance payment means delivery of the warrant on, or as near as possible to, but not before, the first day of the month. The warrant shall be deposited in the mail in sufficient time to insure delivery on the first postal delivery day of each month. (See Gov. C. 29800) (For exception see Sec. A-1306, Initial Payments. Paragraph B, of the Manual of Policies and Procedures - OAS.)

(a)

If a recipient is eligible on the first day of the month, he is entitled to receive payment for the full month.

~~In ANC, payments on behalf of other members of the household not included in the ANC family budget unit, shall be made by separate county warrant.~~

(a)

The state, federal, and county portions of the aid shall be paid at one time by a single warrant.

C. LIMITATIONS AS TO PAYEE

1. Recipient of Payment

In OAS, ANB, and APSB payments of aid shall be made promptly and directly to the recipient, except in cases involving guardianship of the estate. (See Sec. A-228 of the Manual of Policies and Procedures - OAS and Sec. B-155 of the Manual of Policies and Procedures - AB.) In ANC, payments of aid shall be made directly to the authorized payee. In ANC, if a child is living with a parent or a relative, payment shall be made to the parent, the legal guardian of the parent, the relative, the legal guardian of the relative, the child, or, in an emergency, to the person acting temporarily for the parent or the relative.

(a)

If the child is living in a foster home or institution, payment may be made to any of the following:

- a.1. The foster home caring for the child
- b.2. The institution caring for the child
- c.3. The parent or other relative responsible for the child
- d.4. The probation officer if the child is a ward of the juvenile court
- e.5. A private child-placing agency licensed under W&IC 1620(b) if the child is under the care of that agency

(a)

~~(a) Clarification of existing policy.~~

4. Each authorizing action on a case or group of cases shall also be recorded on a board letter, a batch voucher, or other form of listing to be retained in the county readily accessible to state and federal representatives. Such listing shall be accompanied by a copy of the authorization document for each case listed thereon. (See Sec. F-240)

D. AUTHORIZATION BY AGENTS OF COUNTY BOARDS OF SUPERVISORS

The authority of a county board of supervisors to grant, restore, increase, decrease, suspend, discontinue, and deny aid, or authorize return of erroneous repayments may be exercised by an agent duly appointed by resolution of such board. Likewise, under certain circumstances in OAS, ANB and APSB the authority of the board of supervisors to determine liability of responsible relatives may be delegated to an agent. (See Sec. A-1030 of the Manual of Policies and Procedures-OAS, and Sec. B-583, of the Manual of Policies and Procedures-AB)

The board of supervisors shall authorize an agent to grant OAS to eligible persons requesting restoration of OAS following discontinuance of such aid due to income from employment. (See Sec. A-288)

Prompt payment of aid to eligible persons is required. Actions of delegated agents shall be timed so that payments to eligible persons may be disbursed with the least possible delay. (See Sections A-288 and A-303 of the Manual of Policies and Procedures - OAS, Sec. B-207 of the Manual of Policies and Procedures - AB, Sec. C-201 of the Manual of Policies and Procedures - ANB.) Persons to whom the board of supervisors delegates its authority shall be designated and such agents shall be persons who direct, supervise, or perform the determination of eligibility for assistance.

The following actions shall be taken by the board of supervisors and may not be delegated to an agent:

1. Request the SDSW to settle a dispute as to county responsibility for support (residence disputes between counties). These must be signed by the chairman of the board of supervisors.
2. In OAS, ANB, and APSB, hear or make decision upon appeals filed with the board of supervisors because of dissatisfaction with the action of the board of supervisors or its agent.
3. ~~Appeal to the SDSW from claim disallowances.~~

Remaining portions of this section not relevant to changes are omitted from the agenda.

(a) W&IC 2181.9 as amended by AB 41 Chap 142 (Stat 1953).

(b) Deletion to conform to AB 640 (Chap 688, Stat 1953) Delegation of Authority.

(c) Corrected to reflect existing policy.

the full first name, the initial only may be shown on the warrant. In ^{Family Cases} ANC, the names of the children for whom aid is paid shall not appear on the warrant. The state number assigned to the case may appear on the face of the warrant for further identification. It shall be used with the name in all correspondence, reports, records, and other data regarding the warrant.

Remainder of Subsection A and B of this section not relevant to changes are omitted from the agenda.

C. TIME LIMITATION ON WARRANTS

Any warrant issued in payment of aid is void if not presented to the county treasurer for payment within six months after its date. (Gov Code 29802) Every aid warrant shall carry notice of this fact conspicuously on its face in order that persons holding such warrants will present them for payment within the time limit specified. The following wording is recommended: "This warrant is void if not presented to the county treasurer for payment within six months from date."

(a)

Remainder of Subsection C of this section not relevant to changes are omitted from the agenda.

D. REISSUANCE OF WARRANTS

If a warrant has been lost or destroyed before it is paid by the county treasurer, the amount due may be recovered by the payee by filing with the county auditor, prior to the time the warrant becomes void, an affidavit setting forth the fact of the loss or destruction of the warrant, the number, date, amount, name of the payee, and all material facts relative to its loss or destruction. (Gov C-29850) Upon the filing of the affidavit, the county auditor shall issue and deliver to the payee a duplicate warrant bearing the same date as the original warrant for the full amount of the original warrant and the treasurer shall pay the duplicate in lieu of the original warrant. (Gov C-29851) The reissued warrant must be presented for payment within the same time limit as for the original warrant. (Gov C-29852)

(a)

If, within the six month period, ownership of the warrant had passed from the original payee to another person (bank, store, etc.) by endorsement prior to the time it was lost or destroyed, the amount due may be recovered by the legal owner of the warrant in the manner set forth above. In this event the county auditor shall issue and deliver the duplicate warrant to the legal owner instead of the original payee.

A warrant shall be considered lost if it has been mailed and has not been received by the addressee within twenty days after the date of mailing. (Gov. C-29853)

(a)

A warrant canceled in error by the county auditor shall be re-issued in the same date, number, and amount as the original warrant. (Gov. C-29853)

(a) To include reference to Gov Code.

- f. ~~b.~~ The foster home, but mailed in care of the area office of the California Youth Authority if the child is a parolee from the California Youth Authority for whom the parole officer signed the application. (See Sec. C-420 through C-440 for Federal Participation)

(a)

2. Payments Upon Death of Recipient or Payee

If an eligible recipient (including child receiving ANC) dies on or after the first day of the month, aid shall be paid for the full month even though the warrant had not been delivered before death occurred. If the county has knowledge ^{that the recipient died on or after the first day of the month and} of the recipient's death prior to the preparation of the warrant, except in ANC, the warrant shall be made payable to one of the following:

- a. The decedent.
- b. The duly appointed and qualified executor or administrator of the recipient's estate.
- c. ^{Whomever} Whenever the California Probate Code designates as the proper party to receive monies belonging to the decedent's estate. If the decedent's estate falls within the categories outlined in Sec. 630 of the Probate Code, Summary Probate Proceedings, the warrant may be made payable to such successor when he furnishes the county auditor with an affidavit showing his right under Sec. 630 of the Probate Code to receive the money.

If a recipient (other than ANC) dies before aid authorized prior to his death is paid to him, such aid shall be made payable as outlined above. If aid is granted subsequent to the applicant's death or if aid is increased by county action subsequent to the recipient's death, such aid is not payable and the warrants, if drawn, shall be canceled except in cases of appeal granted by the SSWB, when the appeal was filed before the applicant's or recipient's death.

(a)

Remaining portions of this section not relevant to changes are omitted from the agenda.

F-320 RULES GOVERNING AID WARRANTS (Rev.)

F-320

A. IDENTIFICATION ON WARRANTS

The payee's surname shall appear on the warrant exactly as his name appears on the Application, Form Ag, Bl, CA 200, on the Summary of Letters of Guardianship, Form DPA 5, or, in ANC, on the latest authorization document. If the county's disbursement procedures make it difficult to use

(a)

(a) Clarification of existing policy.

A. REPAYMENTS RECEIVABLE

Amounts receivable from, or on behalf of, recipients or former recipients as the result of an overpayment totalling \$2 or more in OAS, ANB or APSB, or an overpayment of \$2 or more in any one month in ANC and not adjusted or adjustable within the current adjustment period and for which there is right to demand repayment are termed "repayments receivable." Items affecting county funds only or "Current Cash Adjustments" shall not be included in the repayment receivable file maintained for purpose of completion of the Quarterly Repayment Report.

(a)

B. CURRENT CASH ADJUSTMENTS

Amounts received within the current adjustment period from, or on behalf of, recipients which represent repayments of an overpayment and are in lieu of grant reduction or discontinuance are termed "current cash adjustments."

(a)

Remaining portions of this section not relevant to changes are omitted from the agenda.

F-420 DETERMINATION OF DEBTOR'S ABILITY TO REPAY
(Rev.)

F-420

A determination shall be made as to the debtor's ability to repay the amount due. If the amount due is \$50 or more, an investigation shall be made and the following shall be recorded centrally or in the case record:

(a)

1. A statement of the sources and amounts of income.
2. A listing of real and personal property.
3. If aid is currently being paid, a listing of real and personal property required to meet continuing needs as defined in Sec. F-430, Source of Repayment.
4. A statement from the debtor as to his intent and pecuniary ability to repay.

Form A, Statement of Debtor's Resources, (See Form Chapter) is suggested for the recording of the investigation.

(W&IC 115, 116, 1506, 1560, 2007, 2140, 3006, 3075, 3405, 3460)

(a)

(a) Clarification of existing policy.

Remaining portions of this section
not relevant to changes are omitted
from the agenda.

F-370 GENERAL RELIEF PAYMENTS TO CATEGORICAL AID RECIPIENTS
(Rev.)

F-370

Portions of this section not relevant
to changes are omitted from the agenda.

Emergency General Relief granted a recipient of categorical aid who has lost or spent his grant and given for the purpose of enabling him to meet his basic needs for the remainder of the month, if determined to be casual income, is not subject to collection or adjustment. If it is not determined to be casual income, it shall be treated as other income, with an adjustment of the categorical aid to be made within the current adjustment period or a repayment to be collected within the current adjustment period and to be reported to the SDSW as "Current Cash Adjustments."

(a)

(W&IC 1511, 1560, 2020, 2140, 3075, 3084, 3460, 3472)

F-380 UNAUTHORIZED PAYMENTS
(New)

F-380

(b)

An unauthorized payment is a payment made for a period for which there was not a valid authorization by a county board of supervisors (or agent), or for which there was a valid authorization for a lesser amount than the amount paid.

Such an unauthorized payment may be adjusted without further action of the county board of supervisors (or agent) within the current adjustment period. (See Sec. F-520, Item C,2.)

Unauthorized payments, when discovered, shall be credited on Form AB, CA 816 on a current claim, if they have been claimed from the state as public assistance payments and not adjusted or repaid. (See Secs. ~~F-460~~ and F-760.)

The right to request repayment exists for the unadjusted amount with the limitation that repayment may be required only from resources of the recipient other than the current grant or income required to meet the current need.

(W&IC 1504, 1550, 2024, 2181, 3007, 3082, 3406, 3471)

~~(a) Clarification of existing policy.~~

~~(b) New Section - Clearance of existing policy and to show the rule in the proper section.~~

1. If, within a reasonable time from service of a Demand for Repayment (See Sec. F-410), the repayment has not been made or a satisfactory plan for repayment submitted, the debtor shall be requested to complete and sign a non-interest bearing Agreement to Reimburse Note (see suggested Forms B and C in Form Chapter). This note may be payable in specific amounts on specific dates or it may be made payable "on demand." In lieu of a note the debtor may be requested to execute a Confession of Judgment (see suggested Form D in Form Chapter) with the understanding the judgment will be executed only in accordance with Sec. F-430 or if additional property becomes available. (a)

If a debtor has a policy of life insurance subject to cash surrender value of \$50 or more and the repayment receivable is \$50 or more, he shall be requested to assign the insurance policy to the county with the understanding that the proceeds of the policy will be applied toward liquidation of the debt, and the remainder, if any, to be turned over to the beneficiary. (a)

All resources of the debtor shall be considered in determining whether any plan proposed by him is a satisfactory plan for repayment. For example, a debtor who has cash or other resources from which repayment can be made should not be permitted to repay in installments.

2. If the debtor is unwilling to execute a note or a Confession of Judgment, the county shall file a suit unless investigation prescribed in Sec. F-420 has determined that the debtor does not own property from which repayment can be made either presently or in the future. Suits for amounts from \$50 to and including \$100 shall be filed in the small claims court. If the amount due is less than \$50, the filing of a suit in small claims court is recommended, but not mandatory. (a)
3. Whenever a judgment has been obtained, an abstract thereof shall be recorded immediately with the recorder of any county in which the debtor has, or is likely to acquire, an interest in real property. (a)

Subsections 4 through 7 of this section not relevant to changes are omitted from the agenda.

Counties may include in their promissory notes a provision that the debtor waives the statute of limitations. (a)

(Section Continued on Next Page)

(a) Clarification of existing policy.

(Rev.)

Repayment receivable (\$2 or more) shall be demanded from any and all resources (real and personal property) of the debtor, except that repayment shall not be requested from:

1. The current grant or income required to meet the current need.
2. Real and personal property required to meet continuing needs.

These are:

- a. Real property: the home in which he lives or other property producing net income which is contributing substantially toward meeting current need. This, however, does not preclude a county from filing a lien against real property of the recipient or former recipient.
- b. Personal property: household furniture, equipment and furnishings, personal effects, clothing, and an automobile, if such automobile has been determined to be necessary.

Remaining portions of this section not relevant to changes are omitted from the agenda.

F-440 PLAN FOR COLLECTION OF REPAYMENTS

F-440

(Rev.)

A. Procedures shall be established to safeguard the moneys due the County, State, and Federal Governments as follows:

1. Establishment of adequate internal controls to prevent overpayments of aid.
2. Immediate investigation of apparent overpayments to determine if the right to request repayment exists.
3. Execution of a plan for collection prescribed by this section whenever the right to request repayment exists.
4. Periodic follow-up of all unsecured debts with a planned series of collection letters or personal visits or both and reinvestigation of the debtor's financial status not less frequently than semiannually. If circumstances justify, follow-up may well be made monthly.

B. The following shall form part of a plan for collection effort in all counties, unless a different plan, designed to accomplish the same objectives, has been submitted to, and approved by, the SDSW.

(Section Continued on Next Page)

(a) Clarification of existing policy.

If, upon the death of a recipient of OAS, it is discovered that there was, or appears to have been, possession of property or income in excess of the amount allowed under the OAS law, the county shall immediately refer the case to the SDSW for appropriate action under W&IC 2223 and 2223.5.

Claims are filed by SDSW under Sections 2223 and 2223.5 as follows:

- A. When the period of ineligibility is determined, claims are filed for double all aid received during the period of ineligibility.
- B. If the period of ineligibility cannot be determined, it can be presumed that the recipient was ineligible for all aid received. Claims filed under this presumption shall not exceed the amount by which the market value of the property is in excess of the statutory limitation.

Example:

Market value of the personal property	\$2,700.00
Personal property limitation	<u>1,200.00</u>
Amount of claim	\$1,500.00

(a)

In no event shall the amount of the claim be for more than double all aid received.

- C. If the circumstances are as in A above except that the recipient in good faith honestly believed himself entitled thereto, or the personal representative of such deceased recipient can by an affirmative defense show when and under what circumstances the recipient acquired such excess property and it can be established that such were the circumstances, claim will be filed for only the aid received during the time the recipient was in possession of the excess property.

Four completed copies of Form DFA 112, Report on Deceased Recipients, shall be submitted to the SDSW as soon as possible after the death of the recipient. The county shall include on Form DFA 112, or with it, all pertinent data including a statement of the period of ineligibility, the facts on which the determination was made, and the amount of aid paid during the period of ineligibility.

County procedures shall assure that cases in which there is possibility of recovery under W&IC 2223 are reported to the SDSW in time for the state to file a claim in the probate court within statutory

(Section Continued on Next Page)

(a) Clarification of existing policies.

8. Unless extended, waived, or rendered inoperative by an action of the debtor, the Statutes of Limitations in California on repayment of aid are generally as follows:

- a. For unsecured debts not arising from fraudulent action on the part of the debtor nor evidenced by a promissory note or a contract in writing, the statute runs two years from the date of the overpayment.
- b. Where the liability is created by statute, the Statute of Limitations runs three years from the date of the overpayment.
- c. Where fraud is established on the part of the debtor, the statute runs three years from the date of the discovery of the fraud.
- d. For debts evidenced by a promissory note or a contract in writing, the statute runs four years from due date of such written instrument.
- e. On judgment liens, the statute runs five years from the date of entry of judgment or of renewal thereof.

(a)

A debt in groups a, b, or c can be extended four years by securing an Agreement to Reimburse Note (see d). Such debt can be further extended five years by securing a Confession of Judgment or judgment as a result of collection suit (see e). All debts (excepting probate actions) can generally be renewed repeatedly by appropriate legal means if action is taken prior to the running of the statute. (Reference Code of Civil Procedures, Section 336 to 345, inclusive.)

If any debt appears to be in jeopardy because of the running of a Statute of Limitations, action shall be taken to prevent denial of the county's right to enforce collection. Collection of debts in which the statute time limit has passed shall be pursued in the same manner as other debts and all efforts shall be made to renew the statutory period. A Statute of Limitations is applicable only if successfully invoked by a debtor or his authorized agent. Closing of collection effort shall only occur if and when recovery of the debt is legally impossible because of the debtor's successful invocation of the statute.

- C. Although the steps outlined in this section are in a certain sequence the county need not follow such sequence and the county may take the more forceful steps suggested herein skipping certain intervening steps.

(b)

(W&IC 115, 116, 1506, 1560, 2007, 2140, 3006, 3075, 3405, 3460)

(a) Moved to Sec. F-450.

(b) Clarification of existing policies.

time limitations. If the claim is rejected suit must be instituted within one year of issuance of letters testamentary or administration.

The SDSW, in conjunction with the Attorney General, will proceed against the estate of the deceased recipient. Upon recovery from the estate, the county share of the repayment will be remitted by the SDSW to the county.

(W&IC 115, 116, 2223, 2223.5)

Repayments receivable accounts are classified as follows:

1. Active accounts
2. Inactive accounts
 - a. Unsecured
 - b. Secured
3. Closed accounts

Active accounts are those in which the county is proceeding toward development of a plan for collection, securing of insurance assignments, or of a confession of judgment, promissory note, or court action. Inactive unsecured accounts are those in which the determination has been made that the debtor has no resources from which to make repayment. Inactive secured accounts are those in which a promissory note, confession of judgment, assignment of insurance, judgment or lien has been obtained by the county to secure the debtor's liability.

Closed Accounts are defined as those in which the repayment receivable has been paid in full or which have been written off by the county as being uncollectible.

All accounts shall be retained by the county in a manner and place readily accessible for subsequent SDSW review.

Accounts shall be reclassified from active to closed as follows:

1. When the debt is fully repaid.
2. If the debt is less than \$50 and collection can not be effected through small claims court, or without resort to measures the cost of which would equal or exceed the amount of the debt.
3. If the debt is discharged in bankruptcy proceedings.
4. If collection of the debt is barred by successful invocation by the debtor or his agent of a Statute of Limitations (See Item 8 of Sec. F-440)
5. If the debtor is deceased and probate action is closed and there is no feasible means of recovery from heirs of the estate.
6. If the county, after opening a repayment receivable account, determines that there was no right to demand repayment.
7. When the debtor's whereabouts is unknown, county procedure must be such that the case will be reactivated if debtor's whereabouts becomes known at some future time.

(W&IC 115, 116, 1560, 2140, 3075, 3460)

An erroneous repayment is a repayment of aid which has been collected upon the mistaken assumption that an overpayment occurred for which the right existed to request repayment.

An individual who believes that he has repaid aid in error may request the return of such erroneous repayment. This request may be made at any time but shall be made in writing. The written request constitutes a claim for the return of the money erroneously repaid. Assistance shall be given by the county welfare department to individuals who wish to file a request for the return of erroneous repayments of aid.

(Section Continued on Next Page)

The State Government participates within the statutory maxima, in all OAS, ANB, APSB, and ANC payments which are properly authorized by county boards of supervisors or their duly appointed agents and are paid to or on behalf of eligible persons provided:

Subsections 1 through 10 of this section not relevant to changes are omitted from the agenda.

11. In ANC, that although the payment is for a child who is in a public institution the child is not an inmate. (See Sec. C-444 of the Manual of Policies and Procedures-ANC)

(a)

(W&IC 1510, 1511, 1553, 1554, 2020, 2021, 2186, 2187, 3025, 3042, 3084, 3087, 3087.1, 3420, 3432)

Portions of this section not relevant to changes are omitted from the agenda.

In APSB, there is no federal participation.

The following are additional circumstances which govern federal participation:

A. INITIAL PAYMENTS ON NEW APPLICATIONS, REAPPLICATIONS AND RESTORATIONS

The first payments made on new applications, reapplications and restorations are initial payments.

(a)

In ANC, "initial payments" also include the first payment for a child transferred from a boarding home to a family budget unit, for the addition of a child to a family budget unit already on ANC, or for the addition of an eligible relative, whether the actual payment is or is not increased. Federal participation is not available prior to the month in which authorizing action is taken to transfer or add a child or eligible relative.

(b)

If the investigation of eligibility has extended beyond the period specified in W&IC Sec. 1550, 2180.5, 2180.6 or 3082, the initial payment may represent payment for more than one month. There is no federal participation in retroactive initial payments except as provided in Item B

(c)

- (a) Clarification of existing policy.
(b) Clarification of existing FSSA policy.
(c) To include revised parts W&I Code.

Claims for the return of erroneous repayments shall be approved if it is found that the repayment of aid was erroneous. (See Sec. F-730, I)

(a)

Remaining portions of this section not relevant to changes are omitted from the agenda.

F-490 QUARTERLY REPAYMENT REPORT
(Rev.)

F-490

Within 30 days after the close of each calendar quarter each county shall complete and send to the central office of the SDSW a quarterly Repayment Receivable Report, Form ABC 830. This quarterly report shall include only those items defined as Repayments Receivable in Item A of Sec. F-400.

(a)

A quarterly Repayment Receivable Report shall be submitted for each of the following categories of aid:

1. Old Age Security
2. Aid to the Blind, including ANB and APSB
3. Aid to Needy Children, including family cases and children in boarding homes and institutions.

If preferred, counties may submit the repayment report on a monthly rather than a quarterly basis. If the report is submitted monthly, it shall be submitted not more than thirty days after the close of each month and shall in all other respects conform to the requirements stated in this section.

(a)

If there are no repayments receivable for any or all of the programs, Form ABC 830 marked "none" shall be submitted.

(a)

(W&IC 115, 116, 1560, 2140, 3075, 3460)

Each report shall commence with the ending balance of the immediately preceding report unless an error has been made. In the latter case start with the correct amount and explain the difference as a footnote.

(a)

(a) Clarification of existing policy.

There is federal participation beginning with the payment for the month in which the aid is granted if the warrant for the month is delivered in the same month, or not later in the following month than the time when such payment would normally be issued under the county's customary fiscal procedure.

Exceptions:

1. In OAS and ANB there is no federal participation in the first payment delivered to an applicant who remains in a public institution for the full month for which the warrant was paid. (See Sec. A-920 of the Manual of Policies and Procedures-OAS and B-512 of the Manual of Policies and Procedures-AB)
2. In OAS, there is no federal participation in aid which is paid "conditionally" on the basis of "presumptive eligibility" unless the county completes its investigation and determines eligibility within two months after the first month for which aid was paid conditionally. Federal participation in the payments shall be claimed retroactively. Such retroactive federal participation shall be claimed on the basis of the grant as determined by the completed investigation. Conditional aid can be paid only following discontinuance of OAS because of employment.

B. RETROACTIVE AID

Retroactive aid means aid paid in a subsequent month for some preceding month or months.

Subsections B-1, B-2 and B-3 of this section not relevant to changes are omitted from the agenda

4. Earlier Beginning Date of Aid on an Application or Restoration

The beginning date of aid originally established may not have been in accord with statutory requirements. Subsequent action is taken to authorize aid from an earlier date. There is federal participation in the retroactive payment made to correct the previous erroneous authorization, provided:

- (a) the correcting authorization is made before the end of the second month following the month in which the erroneous authorization was made

and

- (b) the retroactive aid authorized is not for a month prior to the month in which the original authorization was made.

C. CORRECTION OF PAYMENTS NOT MADE IN ACCORDANCE WITH THE AUTHORIZED AWARD

1. Payment Made for Less than the Authorized Award

The payment for a particular month was erroneously made for less

than the authorized award or no payment was made although there was an authorized award in effect. Payments disbursed before the end of the second succeeding month will be subject to federal participation.

2. Payment Made for More than the Authorized Award

If payment for a particular month was more than the authorized award, there is federal participation in the excess payment only if the overpayment is deducted from the payment for either of the two months following the month for which overpayment was made. No change in the authorized award shall be made to correct the overpayment. (See Sec. F-760 for claiming procedures).

Remaining portions of this section not relevant
to changes are omitted from the agenda

D. DELAYED PAYMENTS

Under each of the following circumstances, if payment was properly authorized, federal participation is available provided the payment is released within the two months succeeding the month in which the payment was authorized.

SDSW will compute the amount to be advanced for each month, both as to state and federal funds. This computation will be based on the most recent claims filed by the county as adjusted by anticipated trends in case loads and average grants.

State and federal funds will be forwarded to the county by the State Controller monthly in advance. The amounts computed by SDSW will be adjusted for the difference between the advances and the claims for the second prior quarterly period.

(W&IC 1555, 2188, 3087.2, 3481)

After computation of the advances for aid and administration for a particular quarter, the SDSW computes the difference between the actual and estimated expenditures of federal and state funds for that quarter. If an advance for the quarter exceeds the expenditures, the difference is deducted from the first monthly advance for the second subsequent quarter. If an advance is less than the actual expenditure, the difference is added to the first monthly advance for the second subsequent quarter. If an adjustment requires a deduction greater than the first monthly advance, the balance is applied to reduce, in succession, the two remaining monthly advances in the quarter until the total deduction has been effected. If the amount to be deducted is greater than the estimate for the entire quarter, the county is requested to forward to the SDSW a county warrant payable to the SDSW for the balance which can not be adjusted within the quarterly period.

(W&IC 1555, 2188, 3087.2, 3481)

A statement of cash advances for each program is forwarded to each county in advance of each quarter.

The statement shows the monthly estimated amounts of federal and state funds computed by the SDSW, the increases or decreases to be made on the advances for each month, and the amounts of federal and state money which the county will receive for each month. It also shows the computation used by the SDSW in determining the adjustments made on the current advances for previous under- or over-estimation.

(a) New Section - Replacing Fiscal Manual Chap 6 in accordance with changes in Law - Chap 1347.

PORTION OF MONTHLY RATE OR RECIPROCAL TABLE

DAYS	28-DAY MONTH	29-DAY MONTH	30-DAY MONTH	31-DAY MONTH	DAYS
1	.0357	.0345	.0333	.0323	1
2	.0714	.0690	.0667	.0645	2
3	.1071	.1034	.1	.0968	3
4	.1429	.1379	.1333	.1290	4
5	.1786	.1724	.1667	.1613	5
6	.2143	.2069	.2	.1935	6
7	.25	.2414	.2333	.2258	7
8	.2857	.2759	.2667	.2581	8
9	.3214	.3103	.3	.2903	9
10	.3571	.3448	.3333	.3226	10
11	.3929	.3793	.3667	.3548	11
12	.4286	.4138	.4	.3871	12
13	.4643	.4483	.4333	.4194	13
14	.5	.4828	.4667	.4516	14
15	.5357	.5172	.5	.4839	15
16	.5714	.5517	.5333	.5161	16
17	.6071	.5862	.5667	.5484	17
18	.6429	.6207	.6	.5806	18
19	.6786	.6552	.6333	.6129	19
20	.7143	.6897	.6667	.6452	20
21	.75	.7241	.7	.6774	21
22	.7857	.7586	.7333	.7097	22
23	.8214	.7931	.7667	.7419	23
24	.8571	.8276	.8	.7742	24
25	.8929	.8621	.8333	.8065	25
26	.9286	.8966	.8667	.8387	26
27	.9643	.9310	.9	.8710	27
28		.9655	.9333	.9032	28
29			.9667	.9355 .9677	29 30

FRACTIONS OF DAYS

1/4	.0089	.0086	.0083	.0081	1/4
1/2	.0179	.0172	.0167	.0161	1/2
3/4	.0268	.0259	.0250	.0242	3/4

EXAMPLE: 17 days in March @ \$38.25 per month, using the Portion of the Monthly Rate Table would be calculated as follows:

The Monthly Rate X Reciprocal = Amount of Payment

The 17-day reciprocal for a 31-day month is .5484

$$\$38.25 \times .5484 = \$20.98$$

New Section.

The following sections, and separator for chapter, are to be deleted from the Manual:

- F-600 Quarterly Estimates of Expenditures
- F-610 Quarterly Adjustment of Funds
- F-630 Submission of Quarterly Estimates
- F-640 Instructions for preparation of Quarterly Estimates
- F-660 State Funds for Aid
- F-670 Certification of County Funds
- F-690 Statement of Cash Advances

(a)

The above sections are now replaced by Sections F-580, F-585 and F-590.

(a) Changes in law - Chapter 1347

The county financial records should be reconciled to the Statement of Cash Advances to ascertain that the state and county records are in agreement. Any differences should be cleared with the SDSW immediately. Any discrepancy between the warrant amounts and the amounts shown on the statements of cash advances, any non-receipt of funds, or any delay that may prevent timely mailing of warrants to recipients, should be called to the attention of the SDSW promptly.

(W&IC 1560, 2140, 3075, 3460)

On all payrolls, and contra rolls, the following information shall be provided in the appropriate headings and columns: (a)

1. The name of the county filing the claim.
2. The month and the year of the claim.
3. The type of roll, i.e., payroll, cancelation contra roll, or re-payment contra roll.
4. State numbers in numerical order (optional for BHI cash claims).
5. In OAS, ANB, and APSB payrolls and contra rolls the payee's name exactly as it appears in the signature on the application. If county mechanical equipment makes it advisable, the given initials only need be shown. If a guardian of the estate has been appointed, both the name of the guardian and the name of the recipient shall appear on the aid payroll.

In ANC, the name of the payee shall be shown exactly as it appears on the latest authorization document. In ANC voucher claims, the names of the children need not be shown. In ANC-BHI the name and the amount of payment for each child and name of the payee shall be shown. (a)

6. In OAS and ANB the warrant amount and the excess over the federal matching base. In APSB, the warrant amount. In ANC, the persons count in each case for individuals eligible and ineligible for federal participation segregated as to needy eligible relative, eligible children and ineligible children; the warrant amount including any county supplemental aid; and the state and federal bases amounts.

~~Payments made on behalf of other members of the household not included in the ANC family budget unit shall not be included in the ANC warrant amount. The claim shall show only the amount paid on behalf of the ANC family budget unit.~~ (a)

In ANC-BHI, the number of children, the warrant amount including any county supplemental aid, and the state basis amount segregated into columns according to county residence. In ANC-BHI, the amounts paid and basis amounts shall not be shown in total for each case but shall be segregated individually for each child in the case.

7. The warrant numbers and dates. If all warrant numbers on a given roll or page carry the same date, the date may be indicated at the beginning of the roll or top of the page rather than individually for each warrant. (a)

(Section Continued on Next Page)

(a) Clarification of existing policy.

Monthly claims for categorical aid payments are prepared on the following forms:

Subsections A through F of this section not relevant to changes are omitted from the agenda.

G. REPORT OF REPAYMENT, FORM ABC 808

This form, required in original only, provides for computation of the distribution of individual repayments of aid according to governmental sharing formulas. Its detail supports the contra roll for repayments in the current formula period or the schedule of repayments for prior formula periods and voluntary repayments for all periods. All pertinent data for which provision is made on the form shall be provided for each individual repayment.

Counties should submit the report of repayment, Form ABC 808, as accurately as possible. If, after a showing of accuracy, the county desires to retain these forms in county files rather than submit them to SDSW, it may request SDSW for permission. Permission will be granted only to counties who have a showing of continuing accuracy.

H. SCHEDULE OF ADJUSTMENTS, FORMS AB, CA 816

These forms, required in original only, are used by the county to effect the necessary corrections in the current claim or in claims for prior months. The form is also used by the SDSW in making state adjustments of county claims for prior months.

(W&IC 116, 1556, 1556.5, 1560, 2140, 2189, 3075, 3087.3, 3460, 3482)

F-730 CLAIMING OF AID PAYMENTS
(Rev.)

F-730

A. CLAIMS - GENERAL

County payments of categorical aid shall be listed in state number order on aid payrolls, Forms AB 801, CA 801, and CA 801 BHI, except that BHI cases (cash claim) may, at the option of the county, be listed alphabetically by payee. The payments being claimed shall be listed in separate payroll sections according to whether they are included in the continuing roll, current supplemental rolls, or rolls for payments applicable to prior months.

(Section Continued on Next Page)

(a) Clarification of existing policy.

5. Federal Participation When an Eligible Relative is Added to an ANC Case During the Month.

Federal participation for the full month is allowed for an eligible relative added to an ANC family budget unit during the month, provided the authorization is not effective for a month prior to the month in which the action is taken. (a)

Subsections G, H and I of this section not relevant to changes are omitted from the agenda.

J. HELD OR SUSPENDED AID WARRANTS

An aid warrant once drawn even though held or suspended shall be claimed in the same manner as other aid warrants delivered in the month in which drawn. If a held or suspended warrant is later canceled, the cancellation shall be reported on the claim for the month in which canceled and a copy of the document authorizing the cancellation shall be filed in the recipients case file. (b)

(W&IC 116, 1510, 1511, 1512, 1552.2, 1552.3, 1553, 1554, 1556, 1556.5, 1559, 1560, 2020, 2021, 2140, 2183, 2186, 2187, 2189, 2200, 2222.7, 3025, 3075, 3084, 3087.1, 3087.3, 3420, 3432, 3460, 3472, 3480, 3482; FSA)

F-740 REPORTING OF WARRANT CANCELATIONS
(Rev.)

F-740

A. CURRENT CANCELATIONS

Current cancellations are defined as warrants canceled in the current month which were issued during the current month for the current month or for some prior month(s). Such items shall be reported on the claim for the month in which issued and canceled. Current warrant cancellations shall be listed in state number order by month and shall be reported on a contra-roll exactly as claimed on the payroll. Indicate by "Incr." each warrant canceled for which a persons count is not included in the claim. (b)

B. PRIOR CANCELATIONS

Prior warrant cancellations are defined as warrants canceled in the current month which were issued and claimed in some prior month(s). Prior cancellations shall be reported by month in state number order on contra rolls exactly as originally claimed, or as corrected by SDSW audit. Indicate by "Incr." each warrant canceled for which a persons count is not included in the claim. (b)

(Section Continued on Next Page)

- (a) Clarification of existing federal policy
(b) Clarification of existing policy

8. All pages in a payroll or contra roll section shall be numbered consecutively and shall carry individual totals by page for each column. In addition to the column totals, the numbers of persons by participation status shall be totaled at the foot of each page. Page totals shall be added and footed on the last page of each section. (a)

B. CLAIMS FOR PRIOR MONTHS

Payments for prior months may be grouped on the payroll in either of two ways:

1. According to month in state number order under each month (alphabetically by payee under each month in BHI optional).
2. In state number order only (alphabetically by payee in BHI optional) with the month to which each payment applies shown in the remarks column. If one warrant is issued covering more than one prior month for a given case, the total warrant amount need not be shown, but the amount paid for each individual month shall be reported separately in the total (warrant amount) column of the payroll. (b)

The method selected by each county shall be used consistently on each monthly claim and from month to month.

OAS, ANB, and ANC voucher payrolls shall be grouped and totaled separately for months within the current federal formula period beginning October 1, 1952, and the prior federal formula period October 1, 1948 through September 30, 1952.

Subsections C through part of F of this section not relevant to changes are omitted from the agenda.

4. Federal Participation When an Additional Child Becomes Eligible for Aid During the Month. (c)

Federal participation for the full month is allowed for an additional child of a family receiving ANC for whom aid is approved to begin during the month, if such child meets all federal requirements of eligibility and the initial payment is not made retroactively. (c)

Examples in F 4 of this section not relevant to changes are omitted from the agenda.

(Section Continued on Next Page)

- (a) Clarification of existing policy.
- (b) Simplification of existing procedures.
- (c) Clarification of existing federal policy.

1. Repayments Receivable and Current Cash Adjustments

(a)

Repayments receivable and current cash adjustments (see Sec. F-400) to be reported are applied as grant adjustments to individual months in the overpayment period, beginning with the first month and applying to subsequent months in succession. The entries on Form ABC 808 on Line B "As Claimed" and on Line C "Less: Adjusted claim after this repayment" are computed in the same manner as aid payments are claimed. The entries on Line D "Distribution of repayment" including persons count, are computed by subtracting the entries on Line C from the entries on Line B. The federal, state, and county shares of repayments applicable to periods in the current formula periods and the federal formula period 10/1/48 through 9/30/52 are not shown on Form ABC 808 in Columns 4, 5, 6, and 7 since the participating shares are computed on a total basis on the claim summary sheets for all elements of the monthly claim. Thus only Items 1, 2, 3, and 8 shall be completed for repayments applicable to these periods. For repayments applicable to prior formula periods, (See Sec. F-750-C.2) all columns of Form ABC 808 shall be completed since the individual shares on each repayment are listed on Form ABC 803, Schedule of Repayments, from which the totals are transferred to the appropriate lines and columns of the claim certification.

Portions of this section not relevant to changes are omitted from the agenda.

c. Repayments Including County General Relief or ANC Supplemental Aid

The distribution is computed on a "claimed-less-adjusted-claim" basis as in the following examples:

Example C - An OAS recipient (federally eligible) received \$60 a month for March and April 1948 (prior formula period). Because of special needs, the county paid to him from its General Relief funds an additional \$40 a month. In each of these months he received income of \$75, resulting in a total overpayment of \$150 which he reported to the county several months later. \$105 was repaid. Since this repayment applies to a prior formula period, the individual shares are computed on Form ABC 808 as follows:

(Section Continued on Next Page)

(a) Clarification of existing policy.

OAS, ANB, and ANC voucher prior cancellation contra rolls shall be grouped and totalled separately for months within the current federal formula period beginning October 1, 1952, and the prior federal formula period October 1, 1948, through September 30, 1952. (a)

C. CLAIM ADJUSTMENT FOR CERTAIN CANCELLATIONS

When reporting the cancellation of one warrant and where a supplemental warrant for the same month remains in effect, an adjustment should be reported on Form AB, CA 816 (Schedule of Adjustments) to allow the correct persons count, bases amounts, and/or excess for the remaining warrant. See Section F-760, Item A. (b)

Example - An OAS recipient receives a warrant for \$75.50 (\$20.50 excess and a persons count claimed) on January 1, 1953, and a warrant for \$4.50 (\$4.50 excess and no persons count) on January 15. The \$75.50 warrant was found to be outstanding for over six months, and the persons count was included with the cancellation on the July 1953 claim, therefore, an adjustment should be reported on Form AB 816, deleting the \$4.50 excess and adding a persons count for the \$4.50 warrant still in effect.

F-750 REPORTING OF REPAYMENTS (Rev.)

F-750

A. ALLOCATION OF REPAYMENTS TO MONTHS

1. Repayments Receivable and Current Cash Adjustments

All repayments received which are repayments receivable and current cash adjustments (see Sec. F-400) shall be allocated to the month or months during which the overpayment occurred. The amount repaid may represent either total or partial repayment for the month(s) involved. Partial repayments shall be allocated to the earliest month of the period until the overpayment for that month is entirely repaid. Subsequent repayments are allocated in the same manner to successive months thereafter. (b)

2. Voluntary Repayments

A person having no legal obligation to repay any aid paid him may make a voluntary repayment, specify the period to which he wishes the repayment allocated and if he does it shall so be allocated. In the absence of such specification the amount of the voluntary repayment shall be distributed over the entire period during which aid was paid. (b)

B. DISTRIBUTION OF REPAYMENTS

The distribution of repayments as to participating bases and shares is computed on Form ABC 808, Report of Repayment, as follows:

(Section Continued on Next Page)

- (a) Simplification of existing procedure.
- (b) Clarification of existing policy.

	Total Amount (1)	State Basis (2)	State Share * (5)	County Share * (6)	County Supp. Aid * (7)	Persons Count Incl. to Fed. (8B)
A. For month of May 1948						
B. As claimed 1st child (non federal)	\$72.00	\$72.00	\$48.00	\$24.00	0	1
C. Less: Adjusted Claim after this repayment	<u>64.50</u>	<u>64.50</u>	<u>43.00</u>	<u>21.50</u>	<u>0</u>	<u>1</u>
D. Distribution of Repayment	\$ 7.50	\$ 7.50	\$ 5.00	\$ 2.50	0	0

(a)

A. For month of May 1948						
B. As Claimed 2nd child (non federal)	\$48.00	\$36.00	\$24.00	\$12.00	\$12.00	1
C. Less: Adjusted Claim after this repayment	<u>40.50</u>	<u>36.00</u>	<u>24.00</u>	<u>12.00</u>	<u>4.50</u>	<u>1</u>
D. Distribution of Repayment	\$ 7.50	\$ 0	\$ 0	\$ 0	\$ 7.50	0
F. Total Repayment	\$15.00	\$ 7.50	\$ 5.00	\$ 2.50	\$ 7.50	0

* (Columns 5, 6, and 7 are not completed on Form ABC 808 for ANC-BHI repayments applying to the current formula period beginning October 1, 1939, but are shown in this example to illustrate the complete distribution of funds.)

In some ANC cases, the state and the federal bases amounts for a repayment may be larger than the actual amount of the repayment because of the discontinuance of one or more children and the inclusion of county supplemental aid in the new grant.

Example E: An ANC Family, consisting of a needy mother and two federally eligible children, was receiving a grant of \$162 (no county supplemental aid). On February 11, 1953, the mother reported that one child child, Ruth, was married on January 18, 1953 and left the home. Ruth was ineligible to ANC after January 31. The budgetary need effective February 1 for the mother and one child was determined to be \$147

(b)

(Section Continued on Next Page)

- (a) To agree with revision of Form ABC 808
(b) Clarification of existing policy

	Total Amount	Federal Excess	Federal Share	State Share	County Share	County Supp. Aid	Persons Count El. to Fed.	(a)
	(1)	(3)	(4)	(5)	(6)	(7)	(8A)	
A. For Month of March 1948								
B. Paid-Regular (\$100.00)	\$60.00	\$15.00	\$25.00	\$30.00	\$5.00	\$40.00	1	
C. Less: Adjusted Payment After this Repayment	<u>25.00</u>	<u>-0-</u>	<u>15.00</u>	<u>8.57</u>	<u>1.43</u>	<u>-0-</u>	<u>1</u>	
D. Distribution of Repayment (\$75.00)	\$35.00	\$15.00	\$10.00	\$21.43	\$3.57	\$40.00	-0-	
A. For Month of April 1948								
B. Paid-Regular (\$100.00)	60.00	15.00	25.00	30.00	5.00	40.00	1	
C. Less: Adjusted Payment After this Repayment (\$70.00)	<u>60.00</u>	<u>15.00</u>	<u>25.00</u>	<u>30.00</u>	<u>5.00</u>	<u>10.00</u>	<u>1</u>	
D. Distribution of Repayment (\$30.00)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$30.00	0	
F. Total Repayment (\$105.00)	\$35.00	\$15.00	\$10.00	\$21.43	\$3.57	\$70.00	0	

The principle illustrated in Example C for OAS also applies to a repayment in similar circumstances of any of the categorical aids.

In ANC-BHI cases, repayments must be applied to each individual child in the same manner in which payments are claimed.

Example D - An ANC-BHI case, consisting of two children, received \$72 for one child and \$48 for the second for the month of May 1948. A delinquent contribution was received from the father, \$7.50 for each child. The distribution on Form ABC 808 is computed as follows:

(Section Continued on Next Page)

(a) To agree with revision of Form ABC 808

	<u>Total Amount</u> (1)	<u>State Basis</u> (2)	<u>Federal Basis</u> (3)	Persons Count <u>Elig. to Fed.</u> (8 A)	(a)
A. For month of February 1952					
B. As claimed (after current period adjustment of \$25) Regular - 2 ch.	\$75.00	\$75.00	\$45.00	2	
C. Less adjusted claim after this repayment	<u>25.00</u>	<u>25.00</u>	<u>25.00</u>	<u>2</u>	
D. Distribution of repayment	\$50.00	\$50.00	\$20.00	0	

e. Repayments Due to Excess Personal Property

If a repayment due to excess personal property is less than the total amount of aid the recipient received while possessed of excess property, the amounts repaid should not be prorated over all the months during the period of ineligibility, but should be applied to the total amount paid for each successive month, beginning with the first month of the period. The "adjusted claim" (Line C on Form ABC 808) for each successive month should be reduced to "0" before applying any portion of the repayment to a subsequent month.

Example G - An OAS recipient (federally eligible) receiving \$75 a month had personal property in excess of \$1,200 from January through May 1952. Repayment of \$165, the largest amount by which his personal property holdings were excessive, was made. A Form ABC 808 is prepared as follows:

(Section Continued on Next Page)

(a) To agree with revised Form ABC 808

(\$111 maximum state basis plus \$36 county supplemental aid). The mother refunded the \$15 overpayment for February. The Form ABC 808 is prepared as follows:

	Total Amount (1)	State Basis (2)	Federal Basis (3)	Persons Count (8) <i>Persons Count Elig. to Fed. Fed. Elig. Count</i>	(a)
A. For month of February 1953					
B. As claimed-regular--					
1 el. relative--					
2 el. children	\$162.00	\$162.00	\$81.00	1 - 2	
C. Less adjusted claim after this repayment	<u>147.00</u>	<u>111.00</u>	<u>60.00</u>	<u>1 - 1</u>	
D. Distribution of repayment	\$ 15.00	\$ 51.00	\$21.00	0 - 1	

d. Current Adjustment Period, Discontinuances and Repayments

In an instance in which both a repayment and a current adjustment period discontinuance are utilized to adjust for an overpayment, the amount discontinued shall be applied prior to the amount repaid.

Example F - An ANC case, consisting of two federally eligible children (relative not needy), received \$100 for the month of February 1952 and during the month reported income of \$75 which was to be continued each month. In March the children were eligible to receive \$25. Since there was an overpayment of \$75 in February, aid was discontinued February 29 to adjust for \$25 of the overpayment. The family repaid the balance of \$50. In April aid was restored in the amount of \$25. The following explanation is made on Form ABC 808: \$100 was paid in February 1952. \$75 overpayment because of income which will be continuous. Reported February 17. \$25 adjusted by discontinuance for March, leaving \$50 overpayment.

The distribution of the cash repayment of \$50 is computed as follows:

(Section Continued on Next Page)

(a) ~~To agree with revised Form ABC-808.~~

repayment," there is no persons count on line D, "Distribution of Repayment." If there is no amount remaining on line C there is a persons count of "1" on line D.

In ANC voucher claim repayments the same principle applies, but because there is usually more than one person in each case the persons count on line C is reduced by the number of persons for whom aid is completely repaid for a given month. For example, if an original claim for a given month was for an eligible relative and three federally eligible children and a lump sum repayment is received because two children were ineligible to ANC, the persons count on Form ABC 808 is reported as follows:

	8A
	Col. 82
A. As claimed	1 - 3
B. Adjusted claim after the Repayment	1 - 1
C. Distribution of Repayment	0 - 2

Even though the authorization document shows discontinuance at the end of a given month, if a repayment is received for the entire amount of aid paid for that month or any previous month for any individual in the case, the appropriate persons count is reported in the distribution of the repayment.

Portions of this section not relevant to changes are omitted from the agenda.

C. REPORTING OF REPAYMENTS ON CLAIMS

1. Reporting on Contra Rolls

Repayments for the current formula periods and the federal formula period 10/1/48 through 9/30/52 (excluding voluntary repayments) are listed from the individual Forms ABC 808 on Contra Rolls (Form AB, CA 801 and CA 801 BHI) in state number order, showing the same information required on the payroll for aid payments (see Item A, Sec. F-730), as well as the month(s) to which each repayment applies.

For OAS and ANB enter the persons count in the remarks column after each repayment which covers the full amount originally paid for the month or months involved.

OAS, ANB, and ANC voucher repayment contra rolls shall be grouped and totalled separately for months within the current federal formula period beginning October 1, 1952, and the prior federal formula period Octon October 1, 1948 through September 30, 1952.

(Section Continued on Next Page)

(a) ~~Clarification of existing policies~~

	<u>Total Amount</u> (1)	<u>Federal Excess</u> (3)	<u>Persons Count Elig. to Fed.</u> (8A)	(a)
A. For month of January 1952				
B. As claimed - Regular	\$75.00	\$25.00	1	
C. Less: Adjusted claim after this repayment	<u>0</u>	<u>0</u>	<u>0</u>	
D. Distribution of Repayment	\$75.00	\$25.00	1	
A. For month of February 1952				
B. As claimed - Regular	\$75.00	\$25.00	1	
C. Less: adjusted claim after this repayment	<u>0</u>	<u>0</u>	<u>0</u>	
D. Distribution of repayment	\$75.00	\$25.00	1	
A. For month of March 1952				
B. As claimed - Regular	\$75.00	\$25.00	1	
C. Less: Adjusted claim after this repayment	<u>60.00</u>	<u>10.00</u>	<u>1</u>	
D. Distribution of repayment	\$15.00	\$15.00	0	
F. Total repayment	\$165.00	\$65.00	2	

f. Persons Count on Repayments

The persons count is not reported until the grant for an individual in the case is entirely repaid for a month.

In OAS, ANB, a persons count of "1" shall be reported for each month when a lump sum repayment is received covering the total aid paid for the period involved, and in installment repayments when the installment completely repays the aid granted for any month. In other words, when there is an amount remaining for a given month on line C of the Report of Repayment (Form ABC 808), "Adjusted claim after this

(Section Continued on Next Page)

(a) To agree with revised Form ABC 808

(b) Clarification of existing policy

federal, state, and county participation in the amounts paid for the two months should be the same as if the amounts authorized for each month had been paid. In order to allow the correct participation for the two months, it may be necessary to report an adjustment in the state and federal bases or the excess and/or the persons count on the Schedule of Adjustments (Form AB, CA 816).

Example A: The authorized award for an OAS recipient for November 1952 was \$65. \$80 was paid. The \$15 unauthorized payment was adjusted by payment of only \$50 for December 1952. No change was made or should have been made in the authorization. In order to allow the correct participation for the two months, as illustrated below, an adjustment should be reported on Form AB 816 on the December claim, decreasing the excess for the two months from \$25 to \$20.

	<u>Total</u>	<u>Excess</u>	<u>Persons Count</u>
<u>AMOUNTS AUTHORIZED</u>			
November 1952	\$ 65.00	\$ 10.00	1
December 1952	65.00	10.00	1
	<u>\$130.00</u>	<u>\$ 20.00</u>	<u>2</u>
<u>AMOUNTS PAID AND CLAIMED</u>			
November 1952	(\$ 80.00)	(\$ 25.00)	(1)
December 1952	(50.00)	(0)	(1)
	<u>(\$130.00)</u>	<u>(\$ 25.00)</u>	<u>(2)</u>
<u>ADJUSTMENT</u>	--\$ 5.00		

(a)

Example B: An ANC case, consisting of one child and a needy eligible relative, received \$110 for October 1952. Effective November 1, the grant was decreased to \$55 because of income which was to be continued each month. \$110 was erroneously paid for November. The \$55 unauthorized payment was adjusted by no payment being made in December 1952. No change was made or should have been made in the authorization. In order to allow the correct participation for the two months, as illustrated below, an adjustment should be reported on Form CA 816 on the December claim, increasing the persons count for the two months from 2 to 4 and the basis for federal participation from \$60 to \$110.

(Section Continued on Next Page)

(a) Clarification of existing policy

The distribution on the contra rolls shall be taken from Line F of the individual Forms ABC 808, Columns 1, 2, 3, and 8 as applicable.

Remaining portions of this section not relevant to changes are omitted from the agenda.

F-760 REPORTING OF ADJUSTMENTS
(Rev.)

F-760

A. ADJUSTMENTS FOR THE CURRENT AND PRIOR MONTHS

Form AB, CA 816, Schedule of Adjustments, shall be used to make necessary claim adjustments to correct individual cases included on the current month's payrolls and contra rolls, rather than to change individual items and page totals. The same form shall be used to effect necessary corrections of errors and omission in claims for prior months, or corrections of unauthorized payments as defined in Section F-380. (a)

In setting up the individual corrections on Form AB, CA 816, the entire item, as it appears on the payroll, is first entered as a minus item in red or in parenthesis. The item as it should be claimed is then entered as a plus item showing all the detail that should have been shown on the payroll. To adjust contra roll items, the same procedure is followed except that the credits and debits are reversed.

Separate schedules shall be prepared for OAS, ANB, and ANC voucher adjustments covering months within the current federal formula period beginning October 1, 1952, and the prior federal formula period October 1, 1948, through September 30, 1952.

B. ADJUSTMENT FOR ANC TRANSFER CASES

In ANC, if a child who has attained one year's residence in the county of residence receives non-county or non-county non-federal aid in the county of application, the county's share of ANC paid by the county of application is charged by the SDSW to the county of residence. The adjustment is made in accordance with the dates specified on Form CA 215A, Notification of Transfer under W&IC 1512(c) (See Sec. C-554 of the Manual of Policies and Procedures - ANC). The charge is made by a deduction from the state's share of ANC claimed by the county of residence on a current claim, based on a detailed statement of aid paid by the county of application on Form CA 818, which accompanies the claim letter sent to the county of residence.

C. ADJUSTMENTS TO EFFECT CORRECT CLAIMING OF PARTICIPATION IN CASES OF UNAUTHORIZED PAYMENTS ADJUSTED WITHIN THE CURRENT ADJUSTMENT PERIOD.

If an unauthorized payment for a month is adjusted by decreasing the payment for one of the two subsequent months (see Sec. F-520, C, 2), the (a)

(Section Continued on Next Page)

(a) Clarification of existing policy

Expenditures incurred by the counties in administration of the welfare programs are shared by Federal, State, and County Governments as follows:

A. FEDERAL PARTICIPATION

The Federal Government matches, through the SDSW on a 50% basis, all claimable expenditures incurred in administration of the categorical aid programs covered by the Social Security Act namely: Old Age Security, Aid to Needy Blind, and Aid to Needy Children. Expenditures incurred in APSB and in ANC for children in Boarding Homes and Institutions, as well as expenditures for OAS and ANB recipients ineligible to federal participation, are not matchable from Federal Funds.

(a)

Subsections B and C of this section not relevant to changes are omitted from the agenda.

Subsections A, C, and D of this section not relevant to changes are omitted from the agenda.

B. TIMELY REPORTING

While administrative expenditures are to be reported on the claim for the month in which disbursed, items erroneously omitted from any monthly claim will be allowed provided claim is made not later than the last month of the calendar quarter one year from date of disbursement.

(b)

Items of expenditures made on behalf of a function or activity requiring a special plan and which were not previously claimed by a county may be claimed retroactively only to the beginning of the calendar quarter in which such expenditures were initially claimed or, if prior approval by SDSW is required, only from the beginning of the quarter in which the required plan is submitted in writing to the SDSW. Such a plan, to be effective for a particular quarter, shall be submitted not less than 45 days prior to the end of that quarter.

- (a) ~~To incorporate existing FSSA requirements~~
- (b) ~~Clarification of existing policy. (FSSA)~~

	Persons Count		Warrant	State	Federal
	<u>Eligible</u>	<u>Eligible</u>	<u>Amount</u>	<u>Basis</u>	<u>Basis</u>
	<u>Relative</u>	<u>Children</u>			
<u>AMOUNTS AUTHORIZED</u>					
November 1952	1	1	\$ 55.00	\$ 55.00	\$ 55.00
December 1952	1	1	55.00	55.00	55.00
	2	2	\$110.00	\$110.00	\$110.00

(a)

AMOUNTS PAID AND CLAIMED

November 1952	(1)	(1)	(\$110.00)	(\$110.00)	(\$ 60.00)
December 1952	(0)	(0)	(0)	(0)	(0)
	(1)	(1)	(\$110.00)	(\$110.00)	(\$ 60.00)

ADJUSTMENT

/ 1 / 1

/ \$ 50.00

(W&IC 116, 1512c, 1559, 1560, 2140, 2189, 3075, 3087.3, 3460, 3482)

F-770 PREPARATION OF CLAIM SUMMARY DOCUMENTS
(Rev.)

F-770

Subsections A and B of this section not relevant to changes are omitted from the agenda.

C. RECONCILIATION STATEMENT, FORM ABC 820 AND ABC 820-A

(a)

Portions of subsection C of this section not relevant to changes are omitted from the agenda.

Counties have the option of using either Reconciliation Statement, Form ABC 820 or ABC-820-A. Whichever form is selected shall be used consistently for each monthly claim.

(a) Clarification of existing policy

- (2) Paid in full by the welfare department but when such employee was on loan to another county agency for a special project not related to welfare activities.

(a)

When salaries are partially charged to extraneous the total salary of the employee shall be shown in the "Description" column of Form DFA 64, Part I immediately following the name of the employee.

Subsections A and B of this section not relevant to changes are omitted from the agenda.

F-825 COMPUTING LESS THAN FULL MONTH SALARY
(Rev.)

F-825

An employee under the Merit System who works part time or is on pay roll less than a full calendar month, whether or not this constitutes the entire period of his employment, shall have his salary computed by one of the two methods outlined in this section. It shall be the responsibility of the county to (a) adopt one of the following two methods for computing pay for less than a full month, (b) practice it consistently, and (c) keep the State Department of Social Welfare informed of the county practice.

1. Working Day Basis.

Salary payment shall be an amount equal to that portion of the employee's established monthly salary as the number of days worked bears to the number of actual working days in such month.

(a)

Formula:

$$\frac{\text{days worked (or hours)}}{\text{work days in the month (or hours)}} \times \text{monthly salary} = \text{salary due}$$

2. Calendar Day Basis.

Salary payment shall be for the actual number of days on pay-roll based on the actual number of calendar days in the month.

For the purpose of computing salary on a calendar day basis, Merit System employees may be considered on pay roll for Saturday, Sunday, and/or holiday under the following conditions:

- a. When employee was absent without pay on the last required workday of the week or the day before a holiday but returned to work the first morning of the following week, or morning after a holiday.

(Section Continued on Next Page)

(a) Clarification of existing policy

For purposes of time recording and cost allocation, salaries and wages paid to employees of county welfare departments shall be apportioned in accordance with the ratio of gross man hours recorded by each employee. Man hours shall be recorded on time recording forms under the following items:

ABC - The Categorical Aid Group (OAS eligible, OAS ineligible, ANB eligible, ANB ineligible, APSB, ANC eligible, ANC ineligible--See Sec. F-890, Item A, 2, e for application of weighted persons count to the categorical aid group.)

(a)

- D - Child Welfare Services
- E - Boarding Home Licensing and Inspection
- F - Agency and Independent Adoptions
- G - County General Relief
- H - Other County Welfare Programs
- J - Joint Charges
- K - Overall Charges
- L - Total Allocable Time
- M - Extraneous Activities
- N - Non-allocable Time
- O - Vacation
- P - Sick Leave
- Q - Other Time Off
- R - Total Time

Travel time is charged directly to program, or jointly to two or more programs, if it can be identified with a specific program or joint group. Otherwise it is charged as non-allocable time in Item N. Time spent in conferences, meetings, etc., if identifiable with a specific program or joint group, shall be charged accordingly. If such time is not so chargeable, it shall be charged in Item N as non-allocable time.

(b)

The salary of an employee, who is on a vacation and/or sick leave or educational leave for a full month or the greater portion of the month, shall be allocated in accordance with such employees latest time report covering a full month.

Any county may make application to SDSW for the inclusion of the General Relief program in the categorical aid group. If SDSW approves such request, special time recording and claiming procedures and periodic determination of weights will be necessary. (See Sec. F-890, Item A, 2, e)

(b)

Salaries to be charged to Extraneous are those for employees whose monthly salary is either

- (1) Paid partially by a county agency other than the welfare department or

(Section Continued on Next Page)

- (a) ~~To incorporate existing FSSA requirements~~
- (b) ~~Clarification of existing policy~~

The state accredits certain agencies for the administration of aged and children boarding home licensing programs. It also licenses certain agencies to administer independent and agency adoption programs. State reimbursement is available for expenditures necessary for proper and efficient administration of these programs. Reimbursement through the state is also available from U.S. Children's Bureau funds, in accordance with agreements approved by the SDSW for certain expenditures incurred in the Child Welfare Services program.

Subsection A of this section not relevant
to changes is omitted from the agenda.

B. AGED AND CHILDREN BOARDING HOME LICENSING AND INSPECTION

Reimbursement from state funds for certain costs of administration is available to county and city agencies which have entered into written agreement with the SDSW pursuant to which the agencies so accredited inspect and license specified types of boarding homes for aged persons and children. Reimbursement is not available to agencies accredited to inspect but not to license boarding homes.

1. Method of Reimbursement

The amount of state reimbursement is based on the expenditures properly allocable and reported on the monthly claim for administrative expenditures as chargeable to the aged and children boarding home licensing and inspection program and is limited, in any fiscal year, to an amount not exceeding the product of \$4 times the number of valid licenses in effect on the last day of each month in the fiscal year. (a) (b)

The agency shall report for each month the number of valid licenses in effect for that month as provided in Section Y of the Administrative Expenditures Worksheet, Form DFA 64, Part II. The SDSW, in audit and approval of each monthly claim, will certify to the State Controller for reimbursement the amount of proper expenditures claimed each month up to the product of \$4 times the number of valid licenses in effect for that month, plus any expenditures claimed in previous months in the fiscal year which were not allowed and which may be allowed in accordance with the cumulative license credit for valid licenses for the months to date in the fiscal year.

2. Definition of Valid License Credits

For purposes of license credits, a license in effect on the last day of the month is considered a valid license for that month. Any license discontinued prior to the last day of the month, is not considered a valid license for that month even though it was in effect every day except the last day of the month. (c)

(Section Continued on Next Page)

- (a) Clarification of existing policy
- (b) New policy - for coordination between units of material required
- (c) New policy - for coordination of requirements

- b. When the employee worked the last required workday of the week or the day before a holiday, and was absent the first morning of the following week, or the morning after a holiday.

In no event shall an employee be paid for Saturday, Sunday, or holiday if he was absent without pay on the last required workday in the week as well as on the first workday of the following week, or if he was absent without pay the day before and the day after a holiday.

(a)

If the county adopts by ordinance or resolution, some other method of computation, a copy shall be submitted within thirty days to the SDSW.

Data for Merit System Employees Paid Less than Full Month's Salary (Form DFA 64, Part II, Section U) shall be completed for all Merit System employees whose salaries of less than a full month are computed under the provisions of this section. Section U shall also include employees under a county wide civil service system who spend a part of all of their time on the Child Welfare Services Program.

F-840 EXPENDITURES CHARGEABLE TO THE CATEGORICAL AID GROUP F-840
(Rev.)

Expenditures for purposes of administration chargeable to categorical aid programs must be directly pertinent or reasonably related to those programs and must not be properly chargeable to other programs.

Among the activities involving administrative costs for which federal participation may be claimed are:

1. Supervising the operation of the categorical aid programs.
2. Developing, evaluating, and modifying standards of operation;
3. Maintaining social, financial, and statistical records;
4. Preparing and presenting information to official bodies and the public;
5. Determining the original and continued eligibility of individuals for financial aid, ascertaining the amount of aid to be granted, and providing the aid payments.
6. Rendering personal services to applicants or recipients to assure maximum benefit from the money payment in relation to personal, family, and community resources.
7. Costs of services with respect to:

(b)

Remaining portions of this section not relevant to changes are omitted from the agenda.

- (a) Clarification of existing policy
(b) To conform to FBSA requirements

Claims may be made for costs incurred by county welfare departments for space necessary in administration of the welfare programs. These include building maintenance and services in premises privately owned or in county owned buildings, expenditures for rental of privately owned space, building alterations, and building purchase or construction.

A. BUILDING MAINTENANCE AND SERVICES

Expenditures necessary for building maintenance and services in space occupied by county welfare departments are reimbursable according to program from state or federal funds. Such expenditures include janitorial services, heat, light, power, water, cleaning, repairing, decorating, and other expenditures of similar nature. Repairing and decorating are defined as expenditures which neither materially add to the value of the property or appreciably prolong its life, but merely keep it in an efficient operating condition. Claims of expenditures for building maintenance and services shall be made by category as provided in Sec. F-810. Expenditures not disbursed directly from the welfare appropriation, but from appropriations of other agencies of county government are subject to SDSW approval prior to claiming. (See Sec. F-880) The approval letter date shall be stated on the worksheet Form DFA-64, Part I.

(a)

Subsections B and C of this section not relevant to changes are omitted from the agenda.

D. BUILDING PURCHASE OR CONSTRUCTION

The initial cost of the construction or purchase of a building for use by the county welfare department may be claimed monthly on an amortized basis over a period of months. Counties contemplating the purchase or construction of a building for welfare use should inform SDSW of their plans well in advance of purchase or construction as the plans contemplated by the counties may not conform to standards and other criteria established by the state and federal governments for reimbursement of such expenditures. Such proposals shall be submitted on Forms DFA 117 and DFA 117A in complete detail for SDSW review and approval prior to claiming.

(b)

The following principles apply in the determination of the amount to be allowed as monthly amortization in the initial cost of construction or purchase of public buildings:

(Section Continued on Next Page)

- (a) Clarification of existing policy
- (b) Clarification of existing FSSA policy

Example (a): A license issued on July 31 is reported as a valid license in effect for the month of July.

Example (b): A license expiring on July 31 is reported as a valid license since it was still in effect on the last day of the month.

Example (c): A license expiring on July 30 is not reported as a valid license as it was not in effect on the last day of the month.

(a)

A license credit will not be allowed for any month in which the license terminates except if the license terminates on the last day of the month. A license terminates under any of the following conditions:

Death of licensee.

Change of operator. (See Sec. V-630, License Not Transferable, of the Manual Boarding Homes for Aged and Children)

Change of location. (See Sec. V-640, Change of Address, of the Manual Boarding Homes for Aged and Children)

Lapse of one year after the date of issuance

Example: License issued 4-1-50 expires 3-31-51. (See Sec. V-440, Effective Date of License, of the Manual Boarding Homes for Aged and Children)

Change in status of specific person, if license issued for care of specified person only:

Death of person for whose care license was issued.

Child specified on license reaches 16th birthday.

Child specified on license is legally adopted by foster parents: i.e., decree of adoption is granted by court. (See Sec. I-800, Foster Homes for which License is Not Required, Item B, Adoptive Homes, of the Manual Boarding Homes for Aged and Children.)

Revocation of license. (See Sec. V-700, Revocation of License, of the Manual Boarding Homes for Aged and Children)

Voluntary relinquishment of license. (See Sec. V-590, Voluntary Discontinuance, of the Manual Boarding Homes for Aged and Children)

Remaining portions of this section not relevant to changes are omitted from the agenda.

(a) ~~New policy -- for coordination of requirements.~~

1. If a county has established a method of cost distribution to all county agencies in which the prorated charge is arrived at in a manner which equitably and fairly distributes such equipment costs, the county welfare department may claim for cost of use based on such method.
2. If there is no established method of prorating motor pool equipment costs to the various agencies in a county, the county welfare department may include in its claim for cost of use, amortization of the purchase cost on the basis of an estimated life of 100,000 miles. Such amortization may be based on actual costs of individual units or an average cost of different classes of automobiles and trucks, in which event, a redetermination of this average cost shall be made at least annually.

Plans for claiming of motor pool costs shall be submitted in full detail to the SDSW for review and approval prior to claiming. Approved plans are claimed on the worksheet as services of other county agencies. The date of the SDSW approval letter shall be stated on the worksheet.

If the cost of the use of pooled automotive equipment is claimed by either of the above methods, a record shall be kept in the county fully identifying automobiles used, showing the date of each trip, the name of the employee making it, and the number of miles traveled. Claim for reimbursement will be allowed only if such records, with all the necessary information, are on file in the county and readily available for inspection.

(W&IC 116, 1622, 1560, 2140, 2302, 3075; CC 225q; FSA)

F-878 EXPENSES OF SSWB APPOINTED COMMITTEES (Rev.)

F-878

Claims may be made for travel or per diem expenses of members of county boards of supervisors, county officers, or county employees incurred while acting as members of a committee appointed by the SSWB. (a)

All extra, identifiable travel or per diem expenses incurred by committee members in completing the assignment shall be considered as expenses performed as an aid to the operation of the public assistance program and shall be reimbursable as such. (a)

Expenses of such committee members shall be classified as a maintenance and operation item and reported as current expenditure on work sheets submitted to the SDSW. If such expense is paid by a county agency other than the welfare department it shall be identified and reported separately under services of other county agencies. (a)

Detailed records shall be maintained by the county in support of each expenditure claimed.

(W&IC 116, 1622, 1560, 2140, 2302, 3075; CC 225q; FSA)

(a) Clarification of existing FSSA policy

1. The amount charged for space or the rate of amortization of the purchase price is not in excess of that which would ordinarily be charged in the same or in a similar community for comparable space in a privately owned building.
2. Actual or estimated maintenance and operating costs are clearly specified in the proposal.
3. Information is provided as to the basis for amortizing the charges to include the cost and life expectancy of the building, the welfare department's pro rata share, the total square footage to be occupied by each agency or department, the period of years over which the total cost is to be amortized, and the amount per square foot per month based on such period of amortization. (a)
4. Such initial cost of construction or purchase of public buildings may include the cost of land whereon the building is situated provided: (a)
 - a. The cost of the land is included in the purchase price of the building.
 - b. The land is being purchased solely for the construction of a building for the specific use of the welfare department and no other county owned land is available and suitable for the purpose.

(W&IC 116, 1622, 1560, 2140, 2302, 3075; CC 225q; FSA)

F-872 AUTOMOTIVE PURCHASE AND OPERATION
(Rev.)

F-872

Claims may be made for expenditures incurred for automotive equipment used by the county welfare department, as follows:

Subsections A, B, and C of this section not relevant to changes are omitted from the agenda.

D. CLAIMS FOR MOTOR POOL COSTS

If a county welfare department makes use of automotive equipment drawn from a county operated motor pool which is supported by an appropriation other than the welfare department appropriation, and the purchase price of the equipment has not been claimed previously, the county may claim for its share of the cost of use of such automotive equipment. Such costs shall not include any element of overhead or cost of general county government, but may include amortization of purchase cost by either of the following methods: (a)

(Section Continued on Next Page)

(a) Clarification of existing FSSA policy

Certain services performed by a county district attorney or other county civil legal officer are claimable if such services are "extra and identifiable" and are performed as an aid to the operation of the welfare department. Charges to be matchable shall be confined to the costs of goods, facilities, and services incurred as the direct result of rendering the services. Pro-rata costs including overhead such as office rent or other space costs, library facilities, and general management or supervision are not matchable.

Services performed by the district attorney or other county civil legal officer that fall within the general responsibility of his office are not matchable, such as the preparation of opinions on the legality of SDSW rules and regulations, other opinions rendered as part of the general functions of the office, or defense of the welfare department in litigation. Such services are usually performed for all county agencies and are therefore not "extra and identifiable" services performed solely for the welfare department.

Examples of services that are matchable include actions taken to enforce payment of "repayments receivable" (See Sec. F-400-A) or specific services with regard to the establishment of eligibility of recipients. Such services include the following:

1. Re-contacting absent parents who have failed to make promised payments.
2. Maintaining liaison with the probation officer concerning regularity of payments by absent parents made through that office.
3. Investigating whether fraud exists.
4. Investigating responsible relatives of OAS recipients who either refuse to submit responsible relative statements or who refuse to make the contribution required by law.

In all instances the services need to be known in sufficient detail so that the cost of those that are matchable may be readily segregated.

Prior to claiming such services, the SDSW shall be consulted with respect to the specific cost plan to be used. Costs reported shall be clearly identified on the Administrative Expenditure Worksheet as expenses of the county district attorney or other county legal officer. The county shall maintain records including time reports to substantiate the costs of all such goods, facilities, or services for which reimbursement is claimed.

(W&IC 116, 1622, 1560, 2140, 2302, 3075; CC 225q; FSA)

~~(a) Clarification of existing FSSA policy~~

Portions of this section not relevant to changes are omitted from the agenda.

Definition of Terms

"Goods" means articles or commodities, such as printed forms and office supplies.

"Facilities" means transportation and communications such as charges for cost of use of automotive equipment and telephone and telegraph. "Facilities" also includes charges for the cost of use of office furniture and machinery. The purchase price of capital outlay items is not claimable if disbursed from the appropriations of another county agency. If office furniture and machinery is purchased from the welfare department appropriation and is used by another county agency exclusively for welfare programs, the purchase cost may be claimed.

"Services" relates to personal services performed by employees of other county departments.

(a)

(W&IC 116, 1622, 1560, 2140, 2302, 3075; CC 225q; FSA)

F-881 WARRANT WRITING SERVICES
(Rev.)

F-881

Warrant writing services include such services as the writing, checking, stuffing, and mailing of categorical aid warrants as well as the holding, releasing, canceling, sorting, and filing of such warrants, the preparation of warrant registers, payrolls, the maintenance of authorization and participation controls, and the preparation of aid, and administration claims to the SDSW.

The accounting, auditing and supervisory activities incidental thereto are considered general county governmental overhead costs and, as such, may not be included in the cost of warrant writing services.

(a)

Claims may be made for warrant writing services on an actual or a unit cost basis. Costs may include expenditures for salaries and wages, warrants, postage, envelopes, supplies, and the cost of use of office equipment.

Remaining portions of this section not relevant to changes are omitted from the agenda.

(a) Clarification of existing FSSA policy

Section Y. Combined Boarding Home License Credits

This section combines Aged and Children Boarding Home License Credits, since it is not necessary to report separately for aged and children for either license credits or expenditures.

Enter in the left column for the current month of claim (1) the number of valid licenses in effect on the last day of the previous month, (2) the number of new licenses issued since the last day of the previous month, (3) the number of licenses terminated since the last day of the previous month, and (4) the number of valid licenses in effect on the last day of the current month. Entries shall be made in the other columns for prior months if there is an adjustment in the number of valid licenses to be reported for some prior month(s), in which event indicate the month and year at the head of each column required to be completed. Enter in the space provided an explanation of any adjustment included in Section Y in the number of licenses.

(a)

Portions of this section not relevant to changes are omitted from the agenda.

Maintenance and Operation (M & O)

Included in this category are all expenditures from the welfare department appropriation for materials, supplies, and services, including travel and communication expenditures, equipment and building operation costs, rentals, maintenance, upkeep and repair, books and periodicals, small equipment (cost \$5.00 or less) and any other expenditures not properly classified in one of the four other expenditure categories (S&W, CO, and RP, SOCA). Each item shall be adequately described. State the nature of the expenditure, e.g., rental for typewriters, typewriter service, auto maintenance, building rental, fuel, telephone, telegraph, travel expense, office forms, office supplies, janitor supplies, power, light, water, etc.

(b)

Portions of this section not relevant to changes are omitted from the agenda.

e. Redistribution of Col. ABC

Upon completion of the assignment of direct charges and the distribution of joint and overall charges to the programs in Col. ABC thru H, the expenditures thus distributed to Col. ABC are redistributed to the programs in the categorical aid group, (OAS-Eligible, OAS-Ineligible, ANB-Eligible, ANB-Ineligible, APSB, ANC-Eligible, ANC-Ineligible) by the weighted persons count method.

(a)

(Section Continued on Next Page)

- (a) ~~Incorporation of FSSA requirements~~
- (b) ~~Clarification of existing policy~~

Claim may be made for the travel or per diem expenses of county welfare commissions in relation to the administration of the public assistance programs provided such expenses are extra and identifiable and are necessary to the proper administration of the welfare programs.

Prior to initially claiming such costs, counties shall submit data to the SDSW to establish that such expenditures are properly chargeable. Such data shall consist of information as to the activities of the welfare commission and their relation to the welfare programs. Written SDSW approval is required prior to the initial claim.
(W&IC 116, 1560, 2140, 3075; FSSA)

F-890 INSTRUCTIONS FOR COMPLETION OF CLAIMS
(Rev.)

F-890

A. BY COUNTY WELFARE DEPARTMENTS

Claims reporting administrative expenditures of county welfare departments shall be filed monthly with the SDSW on Forms DFA 222, Administrative Expenditures Certification, and DFA 64, Parts I and II, Administrative Expenditures Worksheet (See Sec. F-895 for number of forms required, packaging, and transmittal). Each monthly claim shall include all expenditures made during that month from the welfare appropriation plus any amounts to be reported for services of other county agencies.

Portions of this section not relevant
to changes are omitted from the agenda.

Section X. Categorical Aid Percentage Ratios

To enable verification of the application each month of weights assigned to the programs in the categorical aid group (Col. ABC, Form DFA 64, Part I) Sec. X shall be completed for each monthly claim. Enter on Line 1 the weights for each categorical aid program as assigned by SDSW. Enter on Line 2 by program the persons count for the month of claim. Enter on Line 3 weighted persons count for each program and the total of the group. Weighted persons counts are computed by multiplying each monthly program persons count (Line 2) by its respective weight (Line 1). Enter on Line 4 the percentage ratio for each program. These are computed by dividing the weighted persons count for each program (Line 3) by the total weighted persons count for all programs in Line 3. The percentage ratios are then used to distribute the expenditures by category allocated to Col. ABC of Form DFA 64, Part I. (See Item A, 2, e, of this Sec.)

(b)

(Section Continued on Next Page)

- (a) New section - inclusion of existing FSSA policy.
(b) Coordination of requirements

(5) Computation of Percentage Ratios

OAS-eligible	10,000 ÷ 18,715 =	.53433
OAS-ineligible	50 ÷ 18,715 =	.00267
ANB-eligible	1,500 ÷ 18,715 =	.08015
ANB-ineligible	15 ÷ 18,715 =	.00080
APSB	150 ÷ 18,715 =	.00802
ANC-eligible	6,000 ÷ 18,715 =	.32060
ANC-ineligible	1,000 ÷ 18,715 =	.05343

Total 1.00000

(6) Application of Percentage Ratios to Expenditures for Salaries and Wages in Column ABC

(a)

OAS-eligible	\$100,000 x .53433 =	\$ 53,433
OAS-ineligible	\$100,000 x .00267 =	267
ANB-eligible	\$100,000 x .08015 =	8,015
ANB-ineligible	\$100,000 x .00080 =	80
APSB	\$100,000 x .00802 =	802
ANC-eligible	\$100,000 x .32060 =	32,060
ANC-ineligible	\$100,000 x .05343 =	5,343

Total Salaries and Wages \$100,000

3. Administrative Expenditures Certification

a. Distribution of Expenditures and Shares

The distribution of all joint and overall charges on the Administrative Expenditures Worksheet (Form DFA 64, Part I) shall be completed and the worksheet totals proved before entries are transferred to the Administrative Expenditures Certification.

The data from the worksheets are transferred to the Administrative Expenditures Certification in Cols. 1 through 12, the entries being made on Lines A-1 through M, as applicable. Columnar entries on the certification shall be typed as close to the rules lines as possible to leave space for the state to make any necessary corrections immediately above the county figures. Use of a typewriter with elite type is recommended.

Portions of this section not relevant to changes are omitted from the agenda.

Col. 8, Non-Federal Expenditures

From the totals in Col. 7 enter in Col. 8 for each line, as applicable, that portion of expenditures which is not subject to federal participation. These are OAS-Ineligible (Line A, 2), ANB-Ineligible (Line B, 2), ANC-Ineligible (Line C, 2), that part of Line D (CWS) not reimbursable according to agreement and all of the remaining programs Lines E thru H.

(a)

Remaining portions of this section not relevant to changes are omitted from the agenda.

(a) Incorporation of FSSA requirements

Under this method, distribution is made on the basis of the size of the persons count load of each program each month. Since it is known that administrative effort varies between the categorical aid programs, weights are assessed to the persons count by program. These weights are determined by the SDSW for each county from the actual distribution of charges to the categorical aid programs appearing on administrative expenditures claims at periodic intervals (every 13th month). The SDSW will request individual counties to conduct and report upon time studies of programs in the categorical aid group for a particular month. Such studies will be used by SDSW to make any necessary revisions in the weights computed for individual counties.

(a)

Percentage ratios, computed for each categorical aid program on Line 4 of Section X of Form DFA 64, Part II, are applied by expenditure category (S&W, M&O, CO, RP, and SOCA) to the amounts entered in Col. ABC of Part I. The amounts thus redistributed to the categorical aid programs are then brought forward by expenditure category to the Administrative Expenditures Certification, Form DFA 222, Lines A-1, A-2, B-1, B-2, B-3, C-1, and C-2.

(a)

The following example illustrates the application of the ^{weights;} ~~caseload method~~ ^{weighted}:

Persons Count Data

(1) Case Load Data

OAS-eligible	10,000
OAS-ineligible	50
ANB-eligible	1,000
ANB-ineligible	10
APSB	100
ANC-eligible	3,000
ANC-ineligible	500

(a)

(2) Assigned Case Load Weights

OAS	1
ANB-APSB	1.5
ANC	2

(3) Salaries and Wages of \$100,000 appear in Column ABC of Form DFA 64, Part I.

Weights

(4) Computation of Weighted Case Load

OAS-eligible (10,000 x 1)	10,000
OAS-ineligible (50 x 1)	50
ANB-eligible (1,000 x 1.5)	1,500
ANB-ineligible (10 x 1.5)	15
APSB (100 x 1.5)	150
ANC-eligible (3,000 x 2)	6,000
ANC-ineligible (500 x 2)	1,000
Total Weighted Case Load	18,715
Persons Count	

(Section Continued on Next Page)

in the amount of \$176 (\$35.20 for five months) has been claimed by the county, an adjustment for the months of April through August in the amount of \$76 should be reported on a Contra Claim (Form AB 801-H) to correct the overclaim.

(a)

Enter in Columns 3, 4, and 5 on the Contra Claim (Form AB 801-H), the actual amount of each prior overclaim, and report in Column 6 the month(s) to which it applies. Opposite each such item a short explanation shall be given of the correction.

The quarterly claim shall be submitted to the SDSW in the number of copies stated above, not later than the 10th of the month following the end of the quarter for which the subvention is claimed. Items erroneously omitted from a prior months claim may be included in the current claim provided they are not for a period prior to three years from the first month in the current quarter.

(b)

Remaining portions of this section not relevant to changes are omitted from the agenda.

F-920 CLAIMS FOR ADOPTION COST OF CARE SUBVENTION (Rev.)

F-920

State subvention is available to licensed county adoption agencies for all or a portion of the cost of care of children accepted for placement from the date the relinquishment is signed by the natural parent or parents, or action is taken in lieu of relinquishment, until the date of placement for adoption or the date the relinquishment is canceled or rescinded. After deducting amounts received to defray cost of care, subvention is allowable each quarter for claimable costs in an amount not to exceed \$200 multiplied by the number of children for whom cost of care is claimed.

Subsections A and B of this section not relevant to changes are omitted from the agenda.

C. SUBMISSION OF CLAIMS

Whenever adoption cost of care subvention is claimed, the claim shall be filed on a quarterly basis on Forms AD 800 (in triplicate), AD 801 (in duplicate), and AD 803 (in duplicate) and shall be submitted to the SDSW by the 10th of the month following the calendar quarter. Each item in the cost of care of the child shall be listed on Form AD 801 and supported by a county warrant number or other expenditure document number. The date of disbursement shall be shown as well as the name and "State Case Number" of the child for which the cost was incurred. Expenditures claimed as county supplemental aid in ANC or as General Relief shall be so identified on Form AD 801. Expenditures incurred, but not disbursed, can not be allowed. Amounts reported in offset of cost of care expenditures shall be listed on Form AD 803.

(c)

- (a) ~~Incorporation of existing policy.~~
- (b) ~~New policy in accordance with Section 338 (1) C.C.P.~~
- (c) ~~Clarification of existing policy.~~

Institutional subvention claims are for state payments to counties for medical, hospital, or infirmary care extended to former recipients of OAS or ANB (APSB excluded) in county institutions. These claims shall be submitted on the following forms:

1. Certification, Form AB 800-H, (to be submitted in triplicate) certifies to the total amount of state subvention claimed.
2. Claim, (or Contra Claim) Form AB 801-H, (to be submitted in original only) lists the names and state numbers of the persons for whom subvention is claimed, and indicates the month(s) claimed for each person. This form is also used to make corrections for any prior overclaims.

(a)

Only one claim for each calendar quarter shall be filed for each program, including corrections and supplemental claims for prior quarters. Each claim shall include (a) all persons for whom county institutional subvention has been requested in accordance with Sec. A-990 of the Manual of Policies and Procedures - OAS and Sec. B-518 of the Manual of Policies and Procedures - AB, and (b) who were confined in county hospitals or infirmaries during the months in the calendar quarter(s) covered by the claim.

Supplemental claims for prior months shall be listed at the end of the claim for the current quarter. The month(s) for which each claim is made shall be clearly indicated. The number of persons on the supplemental claims shall be added separately on the Claim, Form AB 801-H, and carried forward to the Certification, Form AB 800-H, in the appropriate item.

Enter "X's" in the proper columns on the Claim, Form AB 801-H, to indicate the month(s) for which subvention is being claimed for each former recipient. The total number of persons shown for each month on Form AB 801-H is carried forward to the Certification, Form AB 800-H, on which is computed the total amount of the subvention claimed.

The amount paid by the state to a county as county institutional subvention cannot exceed the net cost of care of the former assistance recipient. Net cost of care is defined as the actual cost of hospitalization according to the hospital records less all amounts (other than institutional subvention) received by the county on behalf of the former recipient. These include amounts collected from the former recipient or his estate, amounts paid by responsible relatives or others, or TB subvention. When the cost of care is less than the amount claimed, a claim adjustment shall be made on Form AB 801-H, Contra Claim.

(a)

Example: An OAS recipient enters the county hospital on January 25, 1952, and is not discharged until August 25. Cost of hospitalization according to hospital records is \$850. The former recipient pays \$250 out of personal funds and relatives pay \$500. Institutional subvention can be claimed only in the amount of \$100, which represents the remaining unpaid balance of the cost of hospitalization. As institutional subvention

(a) Incorporation.

Claims for individual children will not ordinarily be made until after placement. Nevertheless, a county adoption agency may claim reimbursement on a quarterly claim for amounts expended for a relinquished child or a child freed for adoption by action in lieu of relinquishment who has not yet been placed for adoption. However, once reimbursement in any amount has been claimed and allowed for the cost of care of a particular child, no further reimbursement will be allowed for any additional cost of care of that child regardless of the additional cost or the length of time the county provides the care. Claims for reimbursement for care of a particular child may be included in the claim for any quarter beginning with the quarter in which relinquishment or action in lieu of relinquishment is effective, but not later than the claim for the fifth calendar quarter following the quarter in which placement, or cancelation or rescission of the relinquishment occurred.

Quarterly claims, upon approval by SDSW, are certified to the State Controller for payment to the county by state warrant.

(W&IC 115, 116; CC 225p)

F-925 ASSIGNMENT OF STATE CASE NUMBERS--ADOPTION
(New)

F-925

County adoption agencies may use assumed names or the given name and the initial of the surname for the relinquished child in order to conceal his identity from foster parents and from persons outside the adoption unit. The SDSW will accept clearance for relinquishment of such children provided the State Case number assigned to the child is also shown on the claim. The child can thus be readily identified. State case numbers will be assigned as follows:

1. The acknowledgment of relinquishment or acknowledgment of action in lieu of relinquishment which is returned to the agency when the document is filed with the SDSW will show the state ^{case} number as at present.
2. If relinquishment is signed but never filed with the SDSW the state ^{case} number will be assigned when Form AD 551, Notice of Signing Relinquishment, is received by the SDSW. The agency will be notified of the state case number. The Notice of Signing Relinquishment, Form AD 551, should show the name of the child as it appeared on the relinquishment and the county case number.

(a)

Since there is no reimbursement to the county for costs incurred during the time the child is in an adoptive home, ~~that~~ the SDSW shall be notified of the date of termination of any placement and the date of any subsequent placement of the same child.
(W&IC 115, 116)

~~(a) New section -- to set up procedures in order to comply with existing policy.~~

COUNTY INSTITUTIONAL SUBVENTION CERTIFICATION

FROM _____ COUNTY

CARE OF FORMER _____ RECIPIENTS IN COUNTY INSTITUTIONS
(AS PROVIDED UNDER SECTION 2160.7/3044.1 OF THE WELFARE AND INSTITUTIONS CODE)FOR QUARTER ENDING _____, 195 _____ FISCAL YEAR
STATE USE ONLY

- | | | | | | |
|---|---|-------------------------------------|----------------|---------|-------|
| 1. TOTAL FOR 1ST MONTH | (| _____ | X \$35.20) |\$ | _____ |
| | | NO. PERSONS IN COL.3, FORM AB 801-H | | | |
| 2. TOTAL FOR 2ND MONTH | (| _____ | X \$35.20) |\$ | _____ |
| | | NO. PERSONS IN COL.4, FORM AB 801-H | | | |
| 3. TOTAL FOR 3RD MONTH | (| _____ | X \$35.20) |\$ | _____ |
| | | NO. PERSONS IN COL.5, FORM AB 801-H | | | |
| 4. TOTAL CLAIMED FOR CURRENT QUARTER (TOTAL ITEMS 1, 2, 3) | \$ _____ | | | | |
| 5. TOTAL FOR PRIOR PERIODS FROM 3/1/50.....(| _____ | X \$35.20) | \$ _____ | | |
| | NO. PERSONS IN ALL COLS. FORM 801-H FOR PRIOR MONTHS. | | | | |
| 6. TOTAL CLAIMED FOR CURRENT & PRIOR PERIODS (ITEM 4 PLUS ITEM 5) | \$ _____ | | | | |
| 7. LESS: ADJUSTMENTS FOR PRIOR PERIODS | \$ _____ | | | | |
| 8. DUE FROM STATE FUNDS (ITEM 6 LESS ITEM 7) | \$ _____ | | | | |

I HEREBY CERTIFY, UNDER PENALTY OF PERJURY, THAT THERE IS ON FILE IN THE COUNTY THE CERTIFICATION OF THE SUPER-INTENDENT OR OTHER OFFICIAL OF THE INSTITUTION THAT EACH FORMER RECIPIENT RECEIVED CARE IN THE INSTITUTION DURING EACH MONTH FOR WHICH A CLAIM IS FILED AND THAT THE AMOUNTS CLAIMED ARE DUE AND OWING THE COUNTY FROM THE STATE OF CALIFORNIA UNDER SECTION 2160.7/3044.1 OF THE WELFARE AND INSTITUTIONS CODE.

SIGNATURE OF COUNTY AUDITOR

DATE _____, 195 _____

I HEREBY CERTIFY, UNDER PENALTY OF PERJURY, THAT I AM THE CHAIRMAN OF THE BOARD OF SUPERVISORS OF THE AFORESAID COUNTY, AND THAT THE AUTHORITIES OF THIS COUNTY HAVE COMPLIED WITH ALL PROVISIONS OF CHAPTER I OF DIVISION III OR CHAPTER I OF PART I OF DIVISION V OF THE WELFARE AND INSTITUTIONS CODE, AND AMENDMENTS THERETO, UNDER WHICH THIS CLAIM IS FILED.

CHAIRMAN, BOARD OF SUPERVISORS

DATE _____, 195 _____

FOR STATE USE ONLY

The above claim has been reviewed and, subject to field audit, is approved for payment.

Supervisor of Fiscal Services

DATE _____

Claim
Number

Date Released

Signature

(Section 2160.7/3044.1 of the Welfare and Institutions Code)

For Quarter Ending _____, 195____

*When using this form as a Contra Claim, show the actual amount of each prior overclaim, and report in Column 6 the month(s) to which it applies.

1		2	3	4	5	6
FAMILY	NAME GIVEN	STATE NUMBER	1ST MONTH	2ND MONTH	3RD MONTH	
TOTAL NUMBER PERSONS CLAIMED IN EACH OF COLUMNS 3, 4 & 5.						

Form AB 801-H, Revised September, 1953

Page No. _____

IN THE _____ COURT OF THE STATE OF CALIFORNIA
IN AND FOR THE COUNTY OF _____

COUNTY OF _____)
Plaintiff)
vs)
Defendant)

NO. _____
CONFESSION OF JUDGMENT
(CCP 1132-1135)

I, _____, being duly sworn,
declare and depose as follows:

I hereby Confess Judgment in favor of the County of _____,
the plaintiff above named, for the sum of \$ _____ and authorize
the entry of judgment therefor against me.

This Confession of Judgment is for a debt justly due from me
to the said County of _____ and arises upon the following facts;
to wit:

(enter here the facts out of which the debt arose)

Signature of Defendant

STATE OF CALIFORNIA)
COUNTY OF _____) ss

_____, being duly sworn, says:

That he is the person who signed the above statement, and
that he is indebted to the said County of _____ in the sum of

lawful money of the United States, in said statement mentioned; that
there are no offsets to the same, and the facts stated in the above
confession and statement are true.

Signature of Defendant

Subscribed and sworn to before me
this _____ day of _____ 1953.

(Signature, title, and seal of
person authorized to administer
oath.)

RECONCILIATION STATEMENT
COUNTY AUTHORIZATIONS TO AUDITOR'S PAYMENTS
AS CLAIMED TO SDSW

PROGRAM _____

COUNTY _____ MONTH OF CLAIM _____, 195 _____

1. Continuing aid payments previously authorized (Item 7 of the Reconciliation Statement, Form ABC 820-A, of the previous month).... \$ _____
2. Add new aid payments authorized for this month (all new cases and restorations) (Col. 3, Form ABC 822).....\$ _____
3. Add the amount of increases in continuing aid payments authorized for this month (Col. 4, Form ABC 822).....\$ _____
4. Sub total (Item 1 plus Items 2 and 3)..... _____
5. Subtract all aid payments authorized to be discontinued which affect this month. (Col. 5, Form ABC 822)..... _____
6. Subtract the amount of decreases in continuing aid payments authorized for this month (Col. 6, Form ABC 822)..... _____
7. Net amount of continuing aid payments authorized for this month (Item 4, less the sum of Items 5 and 6)..... _____
8. Add the amount of aid authorized to be paid this month for prior months (Col. 8, Form ABC 822)..... _____
9. Total aid authorized to be paid this month (Item 7 plus Item 8)..... _____
10. Amount claimed this month
 - a. Line 1, Col. C, Form Ag, Bl, or CA 800..... _____
 - b. Line 14, Col. D, Form AB 802A; or
Line 1, Col. D, Form CA 802A..... _____
 - c. Total aid claimed (Item 10a plus 10b)..... _____
11. Difference, if any, between Items 9 and Item 10c. Explain any difference below or on a separate sheet..... _____

CERTIFICATION

I hereby certify that the amounts stated herein are true and correct and are properly supported by auditable records conveniently accessible in the county.

SIGNED: _____ TITLE: _____ DATE: _____, 195 _____

See Reverse Side for Instructions

INSTRUCTIONS

Forward three copies with each monthly claim to State Department of Social Welfare, 616 K Street, Sacramento 14.

Enter in the heading the county name and the month of the claim. The body of the form is completed as follows:

- Item 1. Enter the amount of the continuing aid authorized by the county for the previous month. This will be the same figure as stated in Item 7 of the previous month's reconciliation statement unless there has been an error in amounts previously reported. Any correction of a previous error is to be fully explained as a reconciling item.
- Item 2. The amount to be entered here will include all authorized new cases and restorations affecting the month of claim. If aid is authorized to begin during the month, only the amount of the authorization for the partial month should be entered. Do not include authorizations for prior months. These are to be included in Item 8. The amount entered here is transcribed from the total in Col. 3 of Form ABC 822, Register of County Authorizations (or its equivalent in use in the county), for the month of claim.
- Item 3. The same rule applies here as for Item 2. Include only increases which affect the month of claim; i.e., the net amount by which grants are increased. This includes increases to bring the immediate previous month's partial payments up to the total authorized monthly grants. Do not include authorizations covering supplemental payments for prior months. These are to be included in Item 8. The amount entered here is transcribed from the total in Col. 4 of Form ABC 822 for the month of claim.
- Item 5. Enter the amount of all discontinuances authorized to become effective on the last day of a previous month. The amount entered here is transcribed from the total in Column 5 of Form ABC 822 for the month of claim.
- Item 6. Enter the amount of all authorized decreases affecting the month of claim; i.e., the net amount by which grants are decreased. The amount entered here is transcribed from the total in Col. 6 of Form ABC 822 for the month of claim.
- Item 8. Enter the amount of all retroactive aid authorizations approved this month for prior months including any authorizations requiring new warrants to cover retroactive decreases. Also include authorizations for return of erroneous repayments of aid unless they are reported as credits on the repayment contra roll (see Manual Section F-730, item I). Do not include any cancellations for warrants issued in prior months as these are not included within the scope of the reconciliation. The amount entered here is transcribed from the total in Col. 8 of Form ABC 822 for the month of claim.
- Item 9. This figure is the total amount of aid authorized to be paid in the month of claim, which should have been given effect by the county through issuance and cancellation of warrants during the month, except cancellations of warrants issued during prior months.
- Item 10a. Enter the net amount of aid paid as reported on Form Ag, Bl, or CA 800, Certification, Line 1, Column C, for the month of claim.
- Item 10b. For ANB and OAS enter the net amount of aid paid as reported for the month on Form AB 802A, Line 14, Column D. This item is not used for APSB.
For ANC voucher claims enter the net amount of aid paid as reported for the month on Form CA 802A, Line 1, Column D. This item is not used for ANC-BHI.
- Item 10c. This figure is the total amount of aid claimed.
- Item 11. Enter the difference (plus or minus) between the amount stated in Item 9 and the amount in Item 10c. If the claim has been correctly prepared in accordance with County Authorizations, this figure should be zero. If there is a difference, explain reconciling items in detail below Item 11 or on a separate sheet so that they may be taken into account in preparing the claim and the reconciliation for the following month. If there has been no error in recording county authorizations in the Register of Authorizations (or its equivalent), any difference is in the claim itself (certification, claim summary sheet or the supporting payrolls, and current cancellation contra roll).

The certification at the foot of the form is to be signed by the county official under whose direction the reconciliation is prepared; i.e., the County Welfare Director or the County Auditor.

Note: In ANC the authorizations used in reconciling include county supplemental aid.

REPAYMENT RECEIVABLE REPORT

Prepared by _____
for the _____ program.

for the period _____ thru _____

County of _____

Description	(1) Active Accounts		(2) Inactive Accounts				(3) Total	
			(a) Unsecured		(b) Secured			
	No. of Accounts	Amount	No. of Accounts	Amount	No. of Accounts	Amount	No. of Accounts	Amount
A. Repayment Receivable Accounts at beginning of period. (Item H of previous report) *								
B. New Repayment Receivable Accounts set up during period.								
C. Sub-total (Items A and B)								
D. Repayments received during period. (Include Repayment Receivable Accounts only).								
1. In Full								
2. Partial Payment on Account								
E. Repayment Receivable Accounts closed for reasons listed in Fiscal Manual, Section F-480.								
1. Accounts less than \$50								
2. Accounts \$50 or more								
F. Sub-total (Items D-1 & 2, and E-1 & 2)								
G. Totals (before transfer of accounts between columns) Item C minus F)								
H. Transfer of accounts between columns (Show decreases in parentheses ().)								
I. Repayment Receivable Accounts at close of period. (Item G after adjustment of Item H).								

Instructions: See Fiscal Manual Section F-490.

*(If error was made in previous report, show correct amount and explain difference.)

Signature of County Welfare Director_____
Date

[illegible]

ADMINISTRATIVE EXPENDITURES CERTIFICATION
ALL COUNTY WELFARE PROGRAMS

COUNTY _____

PREPARED BY _____, CO. AGENCY _____

MONTH _____, 195 _____

1	2	3	4	5	6	7	8	9	10	11	12	13
County Welfare Programs	Welfare Salaries and Wages	Maintenance and Operation	Capital Outlay	Real Property	Services of Other Agencies	Total Expenditures	Non-Federal Expenditures	Federally Reimbursable Expenditures	Federal Shares	State Shares	County Shares	For State Use Only
A-1	Old Age Security-- Elig. All Periods											
A-2	Old Age Security-- Inel. All Periods											
B-1	Aid to Needy Blind-- Elig. All Periods											
B-2	Aid to Needy Blind-- Inel. All Periods											
B-3	Aid to Partially Self-Supporting Blind Res.--All Periods											
C-1	Aid to Needy Children--Elig. All Periods											
C-2	Aid to Needy Children--Inel. All Periods											
D	Child Welfare Services Current Fiscal Year											
	Child Welfare Services Prior Fiscal Year											
E	Boarding Home Lic. and Insp.--Current Fiscal Year											
	Boarding Home Lic. and Insp.--Prior Fiscal Year											
F	Adoptions--Current Fiscal Year											
	Adoptions--Prior Fiscal Year											
G	County General Re- lief--All Periods											
H	Other County Welfare Programs--All Periods											
L	Total Administrative Expend.--All Periods											
M	County Extraneous Expenditures											

I HEREBY CERTIFY, under penalty of perjury, that I am the official responsible for the administration of the above stated programs in and for said county; that I have not violated any of the provisions of Sections 1090 to 1097 inclusive of the Government Code; that the amounts claimed herein have been expended and are properly chargeable as expenditures for Administration to the programs specified in accordance with all provisions of the Welfare and Institutions Code and the rules and regulations of the State Social Welfare Board.

Signature of County Welfare Director

Date _____, 195 _____

I HEREBY CERTIFY, under penalty of perjury, that I am the official in aforesaid county responsible for the examination and settlement of accounts; that the expenditures claimed herein have been authorized by the Board of Supervisors; and that warrants therefor have been issued or expenditures otherwise incurred according to law.

Signature of County Auditor

Date _____, 195 _____

FOR STATE USE ONLY

-V. FINDING OF EMERGENCY-

The regulations listed below are urgency measures necessary for the immediate preservation of the public peace, health and safety or general welfare within the meaning of Section 11421 of the Government Code. Notice and public procedure thereon are impracticable, unnecessary, and contrary to the public interest. These regulations shall become effective September 9, 1953. The facts constituting the emergency are:

The 1953 Legislature adopted legislation which will become effective on September 9, 1953. Some of this legislation amends and is inconsistent with the present law affecting Aid to Needy Children, Aid to the Blind, and Old Age Security. The present regulations of the State Social Welfare Board were adopted to implement the law as it now exists, and some of these regulations are inconsistent with the legislation which will become effective September 9, 1953. Some of this legislation also adds new provisions to the law for which there are at present no regulations. In order that the new provisions of the law may be defined and implemented, and in order that there will be no period of time during which the regulations are inconsistent with the new laws, it is necessary that the regulations listed below become effective at the same time as the legislation, namely on September 9, 1953.

The regulations to which this finding of emergency applies are as follows:

A-198	B-708	C-005	C-135	C-214	F-300	F-660 (Del)
A-1322	B-715	C-010	C-150	C-352	F-520	F-670 "
A-1352		C-015	C-155	C-356	F-580	F-690 "
A-1405		C-020	C-160	C-364	F-585	
A-1516		C-105	C-170	C-503	F-590	
		C-110	C-200	C-518	F-600 (Del)	
		C-115	C-208	C-542	F-610 "	
		C-125	C-210	C-554	F-630 "	
		C-130	C-212	C-616	F-640 "	

Certified as a Regulation (or
as Regulations) of the

Department of Social Welfare
(Name of State Agency)

Charles J. Schouland
(Signature)

Director
(Title)

8-31-53
(Date)

AREA OFFICES
LOS ANGELES OFFICE
MICHIGAN 8411
MIRROR BUILDING
145 SOUTH SPRING STREET
12
SACRAMENTO OFFICE
GILBERT 2-4711
924 NINTH STREET
14
SAN FRANCISCO OFFICE
EX BROOK 2-8751
GRAYSTONE BUILDING
948 MARKET STREET
2

Earl Warren
Governor

STATE HEADQUARTERS

SACRAMENTO
GILBERT 2-4711
616 K STREET
14

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND
DIRECTOR

August 31, 1953

Hon. Frank M. Jordan
Secretary of State
Room 117, State Capitol
Sacramento, California

ADDRESS REPLY TO:

616 K. Street
Sacramento 14

Dear Mr. Jordan:

Attached are three copies of regulations which will be issued by the State Department of Social Welfare revising the Standards for Day Nurseries in California.

These regulations were adopted by the State Social Welfare Board on August 21, 1953, pursuant to the powers conferred upon it by the Welfare and Institutions Code under Section 103 and are being filed in accordance with Section 11380 of the Government Code. The Standards for Day Care of Children which were effective October 1, 1949 and the Standards for Day Care in California that were effective November 17, 1948, are rescinded on the effective date of these new regulations.

Very sincerely yours,

Charles I. Schottland
Charles I. Schottland
Director

Attachments

FILED
in the Office of the Secretary of State
of the State of California

AUG 31 1953

At 3 o'clock P.M.

FRANK M. JORDAN, Secretary of State

By *[Signature]*
Assistant Secretary of State

RULES AND REGULATIONS FOR DAY NURSERIES IN CALIFORNIA

AUG 31 1953

INTRODUCTION

At 3 o'clock P.M.

FRANK M. JORDAN, Secretary of State

Definition of Day Nursery - Rule

The term day nursery includes all types of group day care programs, including day nurseries for the children of working mothers, nursery schools for children under the minimum age for admission to public schools (regular elementary schools which offer educational programs only are not covered by the laws), parent-cooperative nursery schools, play groups for pre-school children, programs giving after-school care to school children, etc.

It does not include (1) foster family day care homes, (2) facilities offering 24-hour care, (3) facilities offering care to infants under two years of age, all of which are subject to license, under different regulations.

Issuance of Licenses - Rule: Licenses will be issued to nurseries which conform to the requirements set forth in these standards. A license may be issued in a case of substantial conformity at the discretion of the State Department of Social Welfare upon a finding that the deviations from the standards are minor and that the licensing of the nursery is in the best interests of the welfare of the children in the community. Renewal of a license issued in a case of substantial compliance may be denied if the deviations from the standards have not been corrected.

Limitations Set by License - Rule: The number and ages of children the nursery is authorized to accept will be specified on the license, and must not be exceeded.

Licenses are contingent upon continued conformity to the requirements of the State Department of Social Welfare, and may be revoked for cause. (W & I Code 1625)

Posting of License - Rule: The license must be posted in a conspicuous place in the nursery.

The license is not transferable, applies only to the organization or person to whom it is issued, and to the buildings approved. A change in ownership or location must be reported to the State Department of Social Welfare within 48 hours. (W & I Code 1626)

Application for renewal of license must be filed with the State Department of Social Welfare ten days prior to the expiration of the existing license. (W&I Code 1624)

Operation of a day nursery without a license is a violation of the law, subject to prosecution by the District Attorney of the county in which it is located. (W & I Code 1630)

Building Plans

Submission of Plans - Rule: The State Department of Social Welfare requires that plans for new buildings or additions or major alterations to existing buildings

to be used for day nursery or nursery school programs be submitted for review and approval before construction is started. This applies to multi-function buildings which may have other programs in addition to the day nursery, in which case the review by the State Department of Social Welfare is limited to the nursery section.

Reports to the State Department of Social Welfare

All nurseries are required to report to the State Department of Social Welfare the following events or changes:

1. Changes in administrative personnel (within 48 hours) (W & I Code 1628)
2. Death or serious injury to any child in the nursery (within 48 hours) (W & I Code 1628)
3. Planned change in location (prior) - Rule
4. Proposed alterations, additions or changes in buildings (prior) - Rule

I. ORGANIZATION AND ADMINISTRATION

I-100 ORGANIZATION

Rule -- All Nurseries

The organization of every day nursery must be such that legal responsibility is clearly defined and administrative authority specifically placed.

I-200 FINANCES

Rule - All Nurseries

Sufficient funds must be available at all times to insure adequate care of the children in accordance with the purpose of the nursery and the type of program and service planned and in accordance with standards of the State Department of Social Welfare.

I-210 FINANCIAL RECORDS -- INSURANCE

Rules -- All Nurseries

Financial records, including income and expenditures, shall be maintained in sufficient detail to show the financial status of the nursery.

Financial records shall be available for review by the State Department of Social Welfare.

Insurance -- Workmen's Compensation Insurance shall be carried as required by the Labor Code.

I-300 PERSONNEL

Rules -- All Nurseries

There must be sufficient qualified staff to carry out the program of the nursery.

All staff members must be of good character and equipped by education, training and/or experience for the work they are required to do. All persons having direct contact with children must be of suitable age and temperament for work with children.

All staff members must be in good physical and mental health. (See Section III-500)

I-310 DIRECTOR

Rules -- All Nurseries

There must be a responsible director in charge of the nursery at all times it is in operation. There must also be a responsible adult available at all times to substitute for the director in case he must leave the nursery.

The duties and responsibilities of the director must be clearly defined.

When the director's responsibilities include heavy administrative duties which limit the amount of time available for supervision of the children, this factor must be considered in determining the number of other staff to be employed.

I-320 QUALIFICATIONS OF DIRECTOR

Rule -- All Nurseries

The director must be a mature responsible person, who is in good physical and mental health, who has a warm friendly personality, and understanding and acceptance for all individuals with whom he will be dealing.

I-330 TEACHERS (ADULT SUPERVISORS) - NUMBER

Rules -- All Nurseries

There must be an adequate number of qualified teachers on duty during the hours the nursery is in operation.

No group of children shall be left without adult supervision at any time. There must be an adult in charge of each group of children, and another adult must be immediately available to substitute in case of emergency.

There must be an over-all ratio of not less than one adult to ten children, ages two through four. For children over five years of age, the ratio may be one teacher to fifteen children.

Rules -- Parent Cooperative Nurseries

Parent cooperative nurseries must arrange for a regular, continuing assistant teacher, in addition to the director and participating parents, when the number of children reaches 25.

In parent cooperatives, there must be at least one adult (staff and participating parents) for each five children in attendance.

I-340 TEACHERS (ADULT SUPERVISORS) -- QUALIFICATIONS

Rule -- All Nurseries

Teachers must be mature, responsible adults, in good physical and mental health, with qualities of warmth and friendliness and ability to understand and accept individual differences in children and in all persons with whom they will be working.

I-350 CLERICAL, HOUSEKEEPING, AND MAINTENANCE STAFF

Rules -- All Nurseries

Sufficient staff to carry out necessary clerical, housekeeping and maintenance functions shall be provided. Persons employed for these functions are not to be included as teachers in considering the adequacy of teaching staff for regular supervision of groups, but may be used as emergency substitutes if their personal qualifications and duties permit.

I-360 OTHER PROFESSIONAL STAFF

Rules -- All Nurseries

Nurseries which employ, or use the services of professional staff, such as physicians, psychiatrists, social caseworkers, psychologists, or nurses, must employ persons who meet the minimum professional standards in their particular fields.

When professional practice is regulated by state law, the requirements of the Department of Professional and Vocational Standards shall be met.

II. BUILDINGS AND GROUNDS -- EQUIPMENT

II-100 BUILDING AND GROUNDS

Rules -- All Nurseries

Nurseries must provide physical facilities which are safe and suitable for the care of children and for the program of activities.

Fire Safety: The building and grounds shall conform to the fire safety laws and regulations of the state. Approval of the building by the State Fire Marshal is required by the State Department of Social Welfare, and must be granted before a license can be issued.

II-200 BUILDINGS

II-210 INDOOR PLAY SPACE

Rules -- All Nurseries

There must be adequate indoor space for the children's play activities and for dining and napping when these are included in the program.

Rooms to be used for indoor activities must be of suitable size for proper grouping and so arranged as to permit good program planning and necessary supervision.

The indoor play rooms must have sufficient floor area available for play (occupied only by the children's play materials, equipment and furniture) to provide 35 square feet of floor space per child. Floor space occupied by permanent built-in cabinets and shelves may not be considered as floor space available for play.

Exception -- Half-Day Programs

Nurseries offering a half-day program in which most of the program is carried on out-of-doors may be permitted to operate with less than 35 square feet of indoor floor space per child when the outdoor play space is of proper size and easily accessible to the indoor play area, and on the condition that the nursery is closed in inclement weather or the capacity reduced to the number the indoor play area can properly accommodate.

II-220 TOILETS AND HANDWASHING FACILITIES

Rules--All Nurseries

There must be an adequate number of toilets and handwashing facilities in the nursery and accessible and available for general use by the children. One toilet and handwashing facility is required for the first fourteen children, and one additional toilet and lavatory must be added for every ten children, or fractional part thereof in excess of fourteen children.

There must be one toilet and handwashing facility, separate from the general use toilets, for isolation, staff, and emergency use. It must be conveniently located.

There must be hot water (between 100° F. and 130° F.) in the washrooms.

II-230 ISOLATION

Rule -- All Nurseries

There must be some space provided in which a child who becomes ill may be cared for until he can be taken home. This space must be an area not used by the other children, and must be convenient to the isolation toilet.

II-240 DRINKING WATER

Rule -- All Nurseries

Drinking water must be readily available both in the playrooms and on the playground, so that children are free to drink as they wish.

II-250 OFFICE SPACE

Rule -- All Nurseries

Some space must be available in the nursery to serve as an office, which must be adequate in size and location and properly equipped to meet the needs of the nursery.

II-260 STAFF REST ROOM

Rule -- Full Day Programs

There must be a room available for a staff rest room, which must be properly equipped for this use, including a day bed or couch, space for storage of coats, and personal belongings.

Staff Toilet

Rule -- All Nurseries

Toilet facilities for staff use must be available.

II-270 KITCHENS

Rules -- All Nurseries

All nurseries in which a noon meal is provided must have a kitchen of adequate size, equipped with stove, sink, hot and cold running water, refrigeration, and storage space for food, dishes, and cooking utensils.

Kitchens must not be used for children's play activities, for napping, nor as passageways for children.

II-280 GENERAL BUILDING REQUIREMENTS

Rules -- All Nurseries

Cleaning Facilities: Adequate provision must be made for the storage of cleaning equipment, and for the disposal of waste water.

Floor Covering: The floors of all rooms must have a surface which provides safety, warmth and cleanliness.

Windows: All rooms must be well lighted and ventilated. Window space must be at least 1/8th of the floor area of the room, and 50% of the required windows must be operable.

Heating: All rooms used by the children shall be adequately heated. As children play on or near the floor, the temperature of the room should not be less than 65 degrees near the floor level. Fire places and open-faced heaters shall be protected by adequate screens. Heating equipment and installation shall be subject to the approval of the fire inspection authority having jurisdiction.

II-300 PLAYGROUND

Rules -- All Nurseries

There must be outdoor play space adequate in size for the group in attendance, properly surfaced and fenced and conveniently located with relation to the indoor facilities.

Size: There must be at least 75 square feet per child of outdoor play area.

II-310 SUNSHINE AND SHADE

Rule -- All Nurseries

The playground must be so situated as to provide adequate sunshine and shade, according to climatic conditions and hours of operation. Awnings, canopies, or wooden bath structures used for shade must be approved for fire safety.

II-320 SURFACING

Rules -- All Nurseries

The surface of the playground must be safe and suitable for the activities planned. It must be free of hazards, such as broken glass, and other debris, and must be properly maintained. Good drainage is essential.

The areas under high climbing equipment, swings, slides, and other equipment from which children might fall must be of a resilient material, such as tanbark or sand.

II-330 FENCING

Rules -- All Nurseries

The playground must be properly fenced with a substantial, high, but not solid, fence which will keep the children in the playground, and also allow them to see what is going on outside.

All fish ponds, wading pools, swimming pools and similar bodies of water shall be made inaccessible when not in use by fencing or covering.

Any construction or equipment (such as an incinerator) which cannot be removed, and which causes a hazardous situation on the playground must be adequately fenced off or enclosed.

II-340 LOCATION AND ARRANGEMENT OF PLAYGROUND

Rule -- All Nurseries

The outdoor play area must be located so that children can reach it without hazard. Equipment and activity areas must be arranged so that there will be no hazard from conflicting activities, e. g. solid equipment shall not be located where children running might bump into it.

II-400 EQUIPMENT AND MATERIALS

Rules -- All Nurseries

Play materials and equipment in sufficient variety and quantity to meet the interests and needs of the children must be provided.

Equipment and materials must be suitable for the age range served, and must be selected according to the type of supervision provided.

All equipment must be kept in good condition, free of sharp, loose or pointed parts.

Furniture and equipment must be arranged so as not to interfere with exits.

II-410 FURNITURE AND OTHER EQUIPMENT

Rules -- All Nurseries

An adequate number of tables and chairs must be provided to meet the needs of the group to be served, for meal-time and table play activities. The tables and chairs must be scaled to the size of the children using them.

Cots and Bedding

Rules -- All Nurseries

There must be a cot and bedding (a sheet and blanket) available for each child who naps. Cots must be well-constructed, ~~of light weight and capable of being easily folded or stacked.~~

Children's Lockers

Rule -- All Nurseries

Suitable provision must be made for storage of the children's clothing and personal belongings.

II-420 STORAGE SPACE

Rules -- All Nurseries

There must be adequate storage space in the playrooms for play materials and equipment to be used by the children.

Storage for cots and bedding must be provided in a location which is convenient to the napping areas.

There must be storage space for the extra supplies of play materials, either in, or conveniently near the playroom or playground.

First Aid supplies must be kept in a locked cabinet, or other storage space inaccessible to the children.

III-100 HEALTH PROTECTION

Rule -- All Nurseries

All nurseries must make adequate provision for the protection of the health of the children coming into their care.

III-200 PRE-ADMISSION HEALTH EVALUATION

Rules -- All Nurseries

The nursery must determine, prior to accepting a child, that the child is (1) in good general health; (2) without defects or illness which would endanger other children in the nursery, or which would make his participation in vigorous group activities inadvisable; and (3) physically and emotionally ready for the particular program of the nursery.

The nursery must also secure information as to any special problems, such as allergies, or limitations in activities, which will require attention in the nursery.

The pre-admission evaluation must include (1) a health history to be obtained from the parent; (2) a physician's report on the child; and (3) information on immunizations.

III-210 HEALTH HISTORY

Rules -- All Nurseries

The nursery must obtain from the parent sufficient information about the child's health and development to be assured that the child is within the normal range in health and development. It is also necessary to learn enough about the child to be able to understand his individual needs, and to meet them in the nursery program.

III-220 PHYSICIAN'S REPORT ON CHILD'S HEALTH

Rule -- All Nurseries

The nursery must obtain, prior to admission, a written report from a licensed physician (preferably the child's family physician) covering the child's general health, physical and emotional maturity, special problems and needs, and immunizations. If the child has no family physician who has been providing regular health supervision, and who can complete the report on the basis of his knowledge of the child, the parent shall be required to have the child examined prior to admission.

Exception:

Children whose parents adhere to a religious faith practicing healing by prayer or other spiritual means may be exempted from this requirement of a physician's examination, provided that the parents meet the requirements of providing the health history (above), and sign a statement accepting full responsibility for the child's health and indicating that they refuse to have a medical examination, and do not wish the child to have medical care.

III-230 IMMUNIZATIONS

Rules -- All Nurseries

All children must have the following immunizations before admission:

- | | |
|-------------------------|--------------|
| 1. Smallpox Vaccination | 3. Pertussis |
| 2. Diphtheria | 4. Tetanus |

The nursery must obtain, as part of the pre-admission evaluation, information as to whether such immunizations have been given, and shall refer all children not adequately protected for necessary immunizations.

Exception:

A child may be exempted from this requirement when (1) his physician recommends against immunization on medical grounds, or (2) his parents sign a request for exemption on the basis of religious belief.

III-300 CONTINUING HEALTH SUPERVISION

Rules -- All Nurseries

Nurseries must maintain continuing supervision of the children's health throughout the period of attendance. The nursery staff must be alert to signs of physical, emotional, or mental problems which may interfere with a good adjustment in the nursery. Any unusual behavior or signs of illness shall be reported to the parents.

III-310 CHILD HEALTH RECORDS

Rule -- All Nurseries

The nursery shall maintain simple records on each child's health which must include the pre-admission physician's report, health history, information on illnesses while enrolled in the nursery, significant information learned from observation of the child, detail on accidents or injuries to the child in the nursery, and on any emergency medical attention given.

III-320 ISOLATION

Rules -- All Nurseries

Some provision must be made for isolating and caring for a child who becomes ill during the day. An ill child may be kept in the nursery only until his parent can come for him. The parent shall be notified immediately when a child becomes ill, and asked to come for him at once.

While plans for the care of children during illness are the responsibility of the parents, the nursery must make sure, as part of its admission evaluation, that the parent has a practical and realistic way of providing for the care of his child when ill. The nursery must be able to locate the parent easily, and must also secure the names of relatives or others who can assume responsibility for the child if for some reason the parent might not be immediately reached.

III-400 MORNING INSPECTION

Rules -- All Nurseries

Ill children shall not be accepted for care in a nursery. Both for his own well-being and for the protection of the other children, the child who shows signs of illness, including the common cold, must be kept at home.

Since the person best able to judge the child's health is his own parent, every effort must be made to gain the cooperation of the parents in keeping their children at home when they are not well.

While parental responsibility is of major importance, the nursery has responsibility for seeing that children with obvious symptoms of illness are not accepted. This responsibility can best be carried out through a regular reception procedure which must include the following essentials:

1. Each child must be brought into the nursery by his parent or another person designated by the parent, unless the child is old enough and the parent has made a plan for him to come alone. The adult bringing the child must remain until the child has been accepted. Children must not be dropped off at the door.

III-400 MORNING INSPECTION (Continued)

Rules -- All Nurseries

2. The child must be observed by a teacher or another staff member who knows the child and who has had instructions as to early signs of illness and screening procedures. The specific inspection procedure used may be determined by each nursery on advice of the consulting physician or local health department.
3. The teacher inspecting the child should take this opportunity to talk briefly with the parent about the child's general health, obtaining any information needed to determine that the child is well enough to attend.
4. The inspection procedure must take place before the child enters the group.

When children are picked up by automobile at their homes, the inspection procedure must take place before the child enters the car.

Special attention shall be paid to children who have been absent because of illness.

When a particular contagious disease is epidemic, the nursery must be particularly careful to watch for early signs of this illness.

III-500 STAFF HEALTH

Rules -- All Nurseries

All staff members (including the director, teachers, parent participants, cooks, etc.) must be in good physical and mental health. A complete physical examination by a licensed physician shall be required of each staff member prior to beginning work.

The physician's report shall be in writing, and shall be kept on file in the nursery. The examining physician should be provided with information about the purpose of the examination and the type of work the person will be doing, and should be asked for an evaluation of the potential staff member's ability to work with young children.

A chest x-ray shall also be required before employment and annually thereafter.

It is the director's responsibility to see that staff health is maintained, that staff members do not come to work when ill (either with contagious diseases, such as colds, or with other illnesses which would affect their performance), and to refer members of the staff to their physicians for check-ups when necessary.

III-600 EMERGENCY MEDICAL CARE

Rules -- All Nurseries

In cases of illness, accident, or injury to any child, the nursery must be able to make prompt arrangements for notification of the parents and for medical care, if necessary.

The name, current addresses, and telephone numbers (both home and business) of the parents of each child shall be maintained in a readily available file.

III-600 EMERGENCY MEDICAL CARE (Continued)

Rules -- All Nurseries

Parents shall be notified immediately of any illness or injury to the child in the nursery, and their specific instructions regarding action to be taken obtained.

The nursery must be prepared to obtain emergency medical care without specific parental instruction in case the parents cannot be reached immediately, or the nature of the illness or injury is such that there should be no delay in getting medical advice.

The nursery must secure from each child's parents the name, address, and telephone of a physician to be called in such emergencies and must also secure instructions from the parents as to what action is to be taken in case this physician cannot be reached.

Exception:

For children whose parents adhere to a religious faith practicing healing by prayer or other spiritual means, the nursery shall obtain a signed statement that no medical care is to be provided.

The nursery must have an arrangement with a nearby physician, clinic, or hospital so that immediate treatment can be obtained in emergencies.

III-610 FIRST AID

Rules -- All Nurseries

The nursery shall maintain first aid supplies sufficient to care for minor cuts and scratches. The first aid supplies shall include only those items the person in charge is qualified to use, and shall be kept in a room or cabinet which is inaccessible to the children.

III-700 GENERAL SANITATION

Rules -- All Nurseries

Nurseries must maintain an acceptable level of general sanitation and cleanliness with regard to the plant, playground, equipment and storage of supplies, bedding, clothing, etc. Provisions for proper washing of dishes and cooking utensils must be made.

The use of common wash cloths and towels by the children is prohibited.

Napping cots must be spaced to prevent overcrowding, to provide for easy evacuation of the room and to allow the children to rest well without distraction or disturbance.

III-800 NUTRITION AND FOOD SERVICE

Rules -- All Nurseries

Nurseries in which children are cared for during regular meal times must make adequate provision for meeting their dietary needs.

III-810 THE NOON MEAL

Rules -- All Nurseries

Nurseries in which children remain through the noon hour must see that each child is provided with a meal which includes approximately one-third of the child's daily food needs according to standards of the National Research Council. Since this meal is usually the child's main meal of the day, it must include an adequate portion of a protein dish of meat, fish, or eggs (or occasionally dried beans or peas, peanut butter or cheese).

III-820 MORNING AND AFTERNOON SNACKS

Rules -- All Nurseries

A mid-morning snack of fruit juice or other light food shall be served in all nurseries, and an afternoon snack of milk and crackers, fruit juice, or other similar food shall be served to children in all-day programs after they get up from their naps.

IV-100 ADMISSION POLICIES

Rules -- All Nurseries

Every nursery must establish admission policies designed to guide in the selection of children who can benefit most from the individual program and services it has to offer. The nursery's admission policies must be based on its total program, including such things as hours of operation, size of groups, number and qualifications of staff, program activities, and supplementary services.

The needs of parents must be recognized also and are particularly important for nurseries set up to serve the children of working mothers. No child, however, should be accepted solely on the basis of his mother's need to work, although this criterion may be a primary one in determining which of the children (individually determined to be admissible to the nursery) would have priority for acceptance.

While specific admission policies must be determined on an individual basis, the following general criteria must be used by all nurseries:

1. Age: Children under two years of age shall not be accepted.
2. Individual Acceptance: Each nursery must determine that each child admitted:
 - a. is ready for the type of group experience that the nursery offers.
 - b. is able to benefit from the program offered.
3. Children who are physically handicapped or emotionally disturbed shall not be accepted, unless it is determined that (1) there will be no adverse affect upon the other children (either through direct behavior of the child or through requiring staff time which the other children need), and (2) the nursery is able to meet the special individual needs of the child.

IV-200 ADMISSION PROCEDURES

Rules -- All Nurseries

Each nursery must develop an admission procedure according to its individual program, policies, and needs. Regardless of the individual situation, however, the following criteria must be met:

1. There must be a plan for initial and continuing relationships between nursery and parent, which provides for a sharing by the parent in the determination of admission of the child and in all later decisions affecting the child.
2. There must be a plan for admission of the child to the group that will allow for gradual orientation of the child to the nursery.

IV-210 INTERVIEWS WITH PARENTS

Rules -- All Nurseries

The determination of the individual child's admission to the nursery must include a personal interview or interviews between the parent and the nursery, in which information is exchanged which will make it possible to arrive at a joint decision about the admission of the child.

During the admission interviews, the parent must be given complete information about the nursery, including its admission policies and procedures, activities, services, regulations, hours and days of operation, and fees.

IV-220 FIRST DAYS IN THE NURSERY

Rule -- All Nurseries

Each child's first days in the nursery must be planned for on an individual basis to make his adjustment to the nursery and to separation from his parents as smooth as possible.

IV-300 CONTINUING SERVICES TO PARENTS AND CHILDREN

Rules -- All Nurseries

All nurseries must maintain close contact with the children's parents so that the parents are informed about the child's activities, adjustment, and development.

Additional continuing services should be provided in accordance with the nursery's ability to give them adequately. Services requiring professional skills shall be given only by persons who meet recognized professional qualifications. Nurseries which provide casework or counseling services directly must have professionally qualified staff for these functions.

IV-400 RECORDS

Rules -- All Nurseries

The following records shall be maintained in the nursery, complete and current and readily available:

IV-400 RECORDS (Continued)

Rules -- All Nurseries

1. Identification and emergency record on each child enrolled, including the following information: (a) child's full name and birth date; (b) current address; (c) father's full name; (d) mother's full name (including maiden name); (e) addresses of both parents -- if available; (f) name, address and telephone (home and business) of person or persons responsible for child; (g) name, address, telephone of another person authorized by parent to be called in emergency; (h) name, address and telephone of physician to be called; (i) date of admission and discharge; (j) names of persons authorized to take child from the nursery; (k) signature of parent or person responsible.
2. Health and Medical Records -- Children: Health history, physician's report, continuing health history, parental consent. (See Section II-200 -III-310 for detail and exceptions.)
3. Personnel Records: Physician's reports on each member of staff (including the director).
4. Financial Records; See Section I-210.
5. Daily Attendance Record.

V-100 PROGRAM

Rules -- All Nurseries

Every nursery must provide a well balanced program of daily activities designed to meet the needs of the children served, and based upon the principles of good nursery education.

The daily schedule must provide a certain amount of regularity so that the children will have the security of knowing what comes next. The physical routines of the nursery -- meals, snacks, naps, and toileting must be planned on a regular schedule. Even though the schedule is regular, there must not be rigid regimentation of individual children to fit the schedule. There should be room for flexibility and for adjustments to meet individual as well as group needs.

Provision must be made for all children under five years of age to have a nap after lunch, and it is desirable to provide the opportunity for rest in the early afternoon for older children as well. Adult supervision must be provided during nap periods.

V-400 DISCIPLINE

Rules -- All Nurseries

Nurseries must use constructive methods for maintaining group control and handling individual behavior.

Nurseries must not use corporal punishment, or any other technique which is humiliating or frightening to the children. Punishment must not be associated with food, rest, isolation for illness, or toilet training.

AREA OFFICES

Earl Warren
Governor

STATE HEADQUARTERS

LOS ANGELES OFFICE
MICHIGAN 8411
MIRROR BUILDING
145 SOUTH SPRING STREET
12

SACRAMENTO OFFICE
GILBERT 2-4711
P.O. BOX 816
4

SAN FRANCISCO OFFICE
EXBROOK 2-8751
PACIFIC BUILDING
821 MARKET STREET
3

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND
DIRECTOR

August 31, 1953

SACRAMENTO
GILBERT 2-4711
616 K STREET
14

Hon. Frank M. Jordan
Secretary of State
Room 117, State Capitol
Sacramento, California

ADDRESS REPLY TO:
616 K. Street
Sacramento 14

Dear Mr. Jordan:

Attached are three copies of regulations which will be issued by the State Department of Social Welfare with Aid to Needy Blind Manual Letter No. 23.

These regulations were adopted by the State Social Welfare Board on August 21, 1953, pursuant to the powers conferred upon it by the Welfare and Institutions Code under Sections 103, 103.6, and 114(b), and are being filed in accordance with Sections 11380 and 11422(c) of the Government Code.

The regulations contained in the following sections are to be effective October 1, 1953:

B-030	B-518
B-355	B-684
B-415	

FILED
in the Office of the Secretary of State
of the State of California

The regulations contained in the following sections are to be effective September 9, 1953:

B-145	B-230
B-175	B-232
B-230	
B-232	

AUG 31 1953
At 3 o'clock P.M.
FRANK M. JORDAN, Secretary of State
By *[Signature]*
Assistant Secretary of State

The
Social Welfare
effective

Certified as a Regulation (or
as Regulations) of the State

the State
above regulations

Department of Social Welfare
(Name of State Agency)
Charles I. Schottland
(Signature)

Director
(Title)

8-31-53
(Date)

Attachment

Certified as a Regulation (or
as Regulations) of the

Department of Social Welfare
(Name of State Agency)

Charles J. Schowland
(Signature)

Director
(Title)

8-31-53
(Date)

AREA OFFICES

Earl Warren
Governor

STATE HEADQUARTERS

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STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND
DIRECTOR

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B-415	

The regulations contained in the following sections are to be effective September 9, 1953:

B-145	B-230
B-175	B-232
B-180	B-708
B-222	B-715

Three copies of the "Finding of Emergency" adopted by the State Social Welfare Board on August 21, 1953, with respect to the above regulations effective September 9, 1953, are attached.

Very sincerely yours,

Charles I. Schottland
Charles I. Schottland
Director

Attachments

FILED

in the Office of the Secretary of State
of the State of California

AUG 31 1953

At 3 o'clock P.M.

FRANK M. JORDAN, Secretary of State

By *Alm...*
Assistant Secretary of State

II AID TO THE BLIND

The explanation on Page 1 for A-170 is applicable to the following section.

B-030 CONFIDENTIAL NATURE OF RECORDS
(Rev.)

B-030

Subsections A through F of this section not relevant to changes are omitted from the agenda.

G. Subpoena or Court Order for Release of Information

The county welfare department may receive a subpoena or other order from a court requiring that records be produced. Unless it is readily apparent that the court order was issued for a purpose directly connected with the administration of the program, counties shall immediately notify the district attorney or county counsel, ^{with the civil legal office,} with the request that this officer take appropriate action to safeguard the confidential nature of the record. (W&IC 115, 118)

(a)

H. Inspection of Records by Applicant or Recipient

All papers and records pertaining to his case on file in the SDSW or in the county office shall be open to inspection at any time during business hours by the applicant, recipient, or his attorney or agent.

(W&IC 118, 3075, 3079, 3460)

FILED

in the Office of the Secretary of State
of the State of California

AUG 31 1953

At 3 o'clock P. M.

FRANK M. JORDAN, Secretary of State

By [Signature]
Assistant Secretary of State

(a) ~~Deletes provision for action or representation by attorney general's office when county receives a subpoena or court order requiring public assistance record be produced in court.~~

BOARD OF SUPERVISORS' ACTION

The proposed revision to Manual Section B-230 is to incorporate into the Aid to the Blind Manual the provisions of 7.1 of the W & I Code which permits the County Boards of Supervisors to delegate to an agent their responsibility with relation to grants of Aid to the Blind.

Other sections of the Manual with relation to actions by the Board of Supervisors have already been revised on various occasions to incorporate the provisions of Section 7.1 and Bulletin No. 460 was issued effective 9/22/51. Counties have been operating under Bulletin No. 460; therefore the proposed revision will make no change in administration.

Sufficient ~~card~~ controls and files shall be maintained in the county to insure that (1) identification and clearance can readily be made to expedite the processing of applications and requests for restoration and to eliminate duplication, and that (2) action is taken when due.

The county shall maintain a permanent ~~card~~ file of all persons who have made a request for aid, as defined in Sec. B-120. These ~~cards~~ shall be filed so as to be readily available for review and shall include the following information:

1. Aid program
2. Name and address of the applicant
3. Date of request
4. Nature of request
5. Disposition of request
6. If no application or request for restoration is signed, the reason. (See Sec. B-651, Restoration of Aid.)

If a request for aid is made but the application or request for restoration is not signed, the information secured during the interview shall be recorded in a manner which will be helpful in the event of a later application or a complaint.

If a request for aid becomes an application, a control shall be set up for the "pending applications" control file after the date the application is signed and the state number shall be entered. Likewise, a control shall be set up for pending "requests for restoration". The following additional information shall be entered on each control.

1. The date evidence necessary to the establishment of eligibility was secured, i.e., the date the certification of eligibility was signed by the caseworker, or by the case supervisor, if the latter is required by the county.
2. The date aid is authorized or denied by action of the board of supervisors or its delegated agent.

The county shall also provide for suitable controls to insure that warrants are delivered promptly after aid is authorized in accordance with Secs. B-207, Prompt Completion of Investigation, and B-651, Restoration of Aid.

(Section Continued on Next Page)

(a) To provide for action or request for restoration.

II. AID TO THE BLIND

W&I Code Secs. 3078.3 & 3475 which provide for restoration of aid if discontinuance has not been for a period in excess of one year also set a specific beginning date of aid for such restorations provided eligibility is established. The following proposed manual revisions provide for a control on pending requests for restoration, for denied action if ineligibility is established and for notification to the individual of the action taken. These revisions should have no appreciable impact on county administration.

B-145 WITHDRAWAL OF APPLICATION OR REQUEST FOR RESTORATION (Rev.)

B-145

An applicant may withdraw his application or request for restoration at any time prior to county action. A request for withdrawal shall be made upon the applicant's own initiative and in writing. Withdrawal may occur if the applicant believes himself to be ineligible, or for some other reason wishes the determination of eligibility discontinued. The reason for withdrawal, if known, should be recorded in the county record in a manner which will be helpful in the event of a reapplication, subsequent request for restoration, or a complaint.

County action is not necessary if the application or request for restoration is withdrawn, or if the applicant dies before the determination is completed. In the latter situation the application or request for restoration is considered canceled.

Form DPA 8, Notice to Applicant Who Withdraws Application, shall be given or mailed to the applicant who withdraws his application or request for restoration except for counties which take denial action on withdrawn applications or requests for restoration. A copy of the notice shall be retained in the case record.

If a withdrawn application or request for restoration is denied by the county, the applicant shall be notified of this action on Form BL 239, Notification of Action. See Sec. B-232, Notification to Applicant or Recipient Regarding Application or Amount of Aid. (W&IC 3075, 3084, 3085, 3460, 3472)

(a) To provide for action on Request for restoration.

The application or request for restoration shall be denied if any of the following conditions exist:

(a)

1. Ineligibility on any requirement is established.
2. Diligent consideration of all reasonable sources of evidence of eligibility fails to establish eligibility.
3. The applicant's whereabouts are unknown and he cannot be located.
4. The applicant has established residence in another state before the determination of eligibility is completed.

(W&IC 3075, 3083, 3084, 3085, 3460, 3471, 3472)

B-230 BOARD OF SUPERVISORS ACTION
(Rev.)

B-230

Upon receipt of an application, or request for restoration, the county shall make a determination of eligibility or ineligibility. On the basis of this determination, a recommendation shall be made to the board of supervisors that aid be granted or denied. If the recommendation is that aid shall be granted, the amount of aid and the beginning date of payment shall be indicated. (See Secs. B-222, When Aid Shall be Denied, and B-145, Withdrawal of Application or Request for Restoration.)

(b)

The board of supervisors shall grant or deny the application or request for restoration at the first meeting for consideration of such applications or requests for restoration subsequent to receipt of the recommendation of its designated representatives.

On the basis of its determination, the county shall recommend to the board of supervisors any indicated change in the aid payment, including restoration, increase, decrease, cancellation of warrants under suspension or withholding procedure, transfer from one form of aid to another, and discontinuance. If it is recommended that aid be restored, increased, or decreased, the recommendation shall include the amount of the aid as well as the effective date. All recommendations for other changes shall include the effective date.

(b)

Action of the board of supervisors granting, restoring, transferring from one form of aid to another, increasing or decreasing aid, constitutes the final action which unconditionally authorizes payment to the specified payee. Such action authorizes payment immediately, except where a future date is specified. With respect to continuing grants, the first day of each month (as provided by law) is the effective date of the continuing authorization for payment.

(c)

(Section Continued on Next Page)

- (a) To provide for action on request for restoration.
- (b) To include provision for action on requests for restoration and clarification of existing procedure.
- (c) To agree with Fiscal Manual F-300 revised.

Such other ~~card~~ files and controls as may be necessary shall be maintained in connection with:

1. Pending applications, reapplications, and ^{requests for} restorations
 2. Cases in which an application or a request for restoration has been signed, but has been denied, withdrawn or canceled
 3. Active cases currently receiving aid
 4. Annual redeterminations of eligibility
 5. Transfers of cases to another county or from another county
 6. Completion of required period of county residence on non-county cases
 7. All requests for aid even though an application is not signed.
- (W&IC 3075, 3460)

B-180 REPORTING ACTIONS OF COUNTY TO SDSW (Rev.)

B-180

The SDSW shall be notified of the action of the county on all applications, restorations, and requests for change from one form of aid to another within 15 days after such action by submission of the properly completed forms set forth in the following chart:

Granted

Application	Bl 200 (original or certified copy)
Certificate of Eligibility	Bl 201 (original or certified copy)
Social Data Record Card	Bl 230 (original)
Notice of Change	Bl 232

Denied

Bl 200 (original or certified copy)
 Bl 201 (original or certified copy)
 Bl 239 (if request for restoration or request for change from one form of aid to another is denied) or substitute form-
 See Sec. B-232, Notification to Applicant or Recipient
 Regarding Application or Amount of Aid.

(a)

If denial is rescinded and reported on Form Bl 232, a completed Form Bl 201 showing approval by the county shall accompany Form Bl 232. If aid is granted on an appeal to the SDSW following a denial, a completed Form Bl 201 shall be forwarded to the SDSW.

For detailed procedures with respect to county aid claims, reference should be made to the Manual of Fiscal Policies and Procedures.
 (W&IC 3077, 3085, 3089, 3460)

(a) To include provision for action on requests for restoration.

Notification of Action, Form Bl 239 includes the minimum requirements for such notification, and shall be used by the county unless a substitute form which incorporates the information appearing on this form is used. Either a copy of the Form Bl 239 (or substitute form) or a notation of the date the form was mailed shall be retained in the case record. Form Bl 239 or a substitute form shall include the following:

1. The nature of the county action, i.e., granting or denying aid on applications or restorations. If granted, the amount of aid shall be shown. If denied, the reason for such action shall be explained in relation to the circumstances of the particular case and without use of technical terms or abbreviations which the applicant or former recipient may not understand.
2. The date from which the action is effective.
3. The date the form is forwarded.
4. A suggestion that any questions regarding the county's action be discussed with the county.
5. A statement regarding the right to request a hearing before the board of supervisors; to inform the office of the SDSW of any complaint regarding the county's action; to appeal for a hearing, and a decision by the SSWB within 90 days. Such statement shall be in conformity with that set forth on the reverse of the printed Form Bl 239.
6. The source and amount of income and amount of deductions shall be listed if aid is granted in less than the maximum amount.
7. In ANB, the amount of total need shall be shown, if the total verified need of the individual is determined to be in excess of the statutory maximum.

If a recipient requests it, he shall be provided with a statement of the particular items of special need allowed, the amount allowed for each item, and the total need. Such statement shall be provided him within 10 days after the request is made.

When delivery of a recipient's warrant for any month is withheld for reason other than death, beyond the usual delivery date for aid payments, the recipient shall receive immediate notification of the reason for which the warrant was withheld. The notification shall be mailed to the last known address of a recipient and the case record shall show that such notification was sent. Notification of suspended (withheld) Aid Payments, Form Bl 239A includes the minimum requirements for such notification. A substitute form may be used provided all of the information contained in Bl 239A is incorporated in the substitute form.

(W&IC 3075, 3086, 3087.5, 3089, 3460, 3473, 3473.2)

(a) Clarification of existing procedure.

Likewise, when aid is granted pursuant to an order of the SSWB (after a hearing on appeal), the action of the board of supervisors by which the SSWB order is executed constitutes the final action which unconditionally authorizes payment to the appellant. The SSWB, when ordering aid paid on an appeal, in effect remands the case to the board of supervisors which has the power to direct disbursement of funds from the county treasury.

(a)

(b)

If the board of supervisors or its delegated agent
The authorization is mandatory with respect to its execution, except where payment of aid is withheld or suspended because of a ~~cloud on eligibility~~. *well-founded basis for questioning eligibility.*

If aid is denied erroneously, the board of supervisors shall formally rescind its previous denial and the SDSW shall be notified of this action. The Notice of Change, Form Bl 232, may be used to report the rescinding action.

The authority of a county board of supervisors to grant, restore, increase, decrease, suspend, discontinue, and deny aid, or authorize return of erroneous repayments may be exercised by an agent when duly appointed by resolution by such board. Likewise, under certain circumstances the authority of the board of supervisors to determine liability of responsible relatives may be delegated to an agent.

(b)

Persons to whom the board of supervisors delegates its authority shall be designated and such agents shall be persons who direct, supervise, or perform the determination of eligibility for assistance.

(W&IC 7.1, 3026, 3082, 3083, 3084, 3421, 3472)

B-232 NOTIFICATION TO APPLICANT OR RECIPIENT REGARDING APPLICATION OR AMOUNT OF AID

B-232

(Rev.)

The applicant or recipient shall be notified in writing immediately following the action taken by the county regarding:

1. Disposition of the application or request for restoration.
2. Change in amount of aid.
3. Discontinuance of aid.
4. Change in one form of aid to another, or denial of a request for change.

(c)

(Section Continued on Next Page)

(a) To agree with Fiscal Manual F-300 revised.

(b) To incorporate provision for delegation of authority of Board of supervisors to its agent.

(c) To provide for action on request for restoration.

Persons living upon land owned or leased by the U. S., may acquire state and county residence by union of act and intent. Such land includes Indian Reservations, housing projects constructed by the FWA and the USHA, military reservations and federal prisons, such as Alcatraz, and all land leased by U. S. agencies from the state, political subdivisions, or individuals.

(W&IC 3075, 3460; AGO 52/183, Arapajolu et al vs McMenamin A.C.A. 900)

The explanation on Page 7 for A-990
is applicable to the following section.

B-518 INSTITUTIONAL SUBVENTION FOR HOSPITAL OR INFIRMARY CARE
(Rev.) ANB ONLY

B-518

Payment to the county for medical, hospital, or infirmary care rendered a former recipient of ANB in a county institution at county expense may be made if all of the following conditions are met:

1. The individual was eligible for and was receiving aid on the date of admission.
2. The individual has been continuously confined in the institution and two calendar months since date of admission have elapsed. (See Sec. B-515, Eligibility During Hospitalization.) If the individual is released and re-enters the institution within 10 days and before aid is restored, his confinement in the institution shall be deemed to have been continuous.
3. There is on file in the county the certification of the superintendent or other official of the institution that the former recipient received care in the institution during each month for which a claim is filed.

The state's payment for medical, hospital, or infirmary care rendered a former recipient of ANB in a county institution is \$35.20 per month, or portion of a month.

There may be overlapping of payment to the county for institutional care and payment of aid to the individual. If aid is restored to the recipient effective as of the date of release from the institution (either by automatic restoration or by separate action during the month of release), institutional subvention is payable for the full month.

If a former recipient for whose care institutional subvention is paid dies before the end of the particular month, institutional subvention is payable for the full month. (AGO NS5350)

Subvention shall be claimed by the county rendering the care irrespective of the former recipient's residence status, except when such care is being given under a contractual arrangement between the two counties in which case, the county paying for the care rendered shall claim.

Claims for subvention shall be submitted to the SDSW in accord with the provision of Sec. F-900. Claims for County Institutional Subvention, in the Manual of Fiscal Policies and Procedures.

(a)

(W&IC 7.1, 3044.1, 3075)

~~(a) Action of county board of supervisors requesting subvention is not necessary.~~

The explanation on Page 5 for A-710
is applicable to the following section.

B-415 VALUE OF UNASSESSED REAL PROPERTY
(Rev.)

B-415

If an interest in real property, such as unpatented mining claims, timber, oil or mineral rights or leaseholds, cemetery property held for profit, etc., is declared but is not listed on the local assessment rolls, it shall be referred to the county assessor to determine whether or not it is assessable, and if assessable, its assessed value. The assessed value so determined shall be used. If the property is not assessable, one-half of the current market value shall be substituted for the county assessed value. (W&IC 3047, 3075, 3447, 3460; Rev. & Tx. C 201, 531)

(a)

(a) Change in policy

Repayments receivable accounts are classified as follows:

1. Active accounts
2. Inactive accounts
 - a. Unsecured
 - b. Secured
3. Closed accounts.

Active accounts are those in which the county is proceeding toward development of a plan for collection, securing of insurance assignments, or of a confession of judgment, promissory note, or court action. Inactive unsecured accounts are those in which the determination has been made that the debtor has no resources from which to make repayment. Inactive secured accounts are those in which a promissory note, confession of judgment, assignment of insurance, judgment or lien has been obtained by the county to secure the debtor's liability.

Closed Accounts are defined as those in which the repayment receivable has been paid in full or which have been written off by the county as being uncollectible.

All accounts shall be retained by the county in a manner and place readily accessible for subsequent SDSW review.

Accounts shall be reclassified from active to closed as follows:

1. When the debt is fully repaid.
2. If the debt is less than \$50 and collection can not be effected through small claims court, or without resort to measures the cost of which would equal or exceed the amount of the debt.
3. If the debt is discharged in bankruptcy proceedings.
4. If collection of the debt is barred by successful invocation by the debtor or his agent of a Statute of Limitations (See Item 8 of Sec. B-682)
5. If the debtor is deceased and probate action is closed and there is no feasible means of recover from heirs of the estate.
6. If the county, after opening a repayment receivable account, determines that there was no right to demand repayment.
7. When a debtor's whereabouts is unknown, county procedure must be such that the case will be reactivated if debtor's whereabouts becomes known at some future time.

(W&IC 115, 116, 3075, 3460)

B-708

MEDICAL CARE FOR REGULAR RECIPIENT DURING TRANSFER PERIOD

B-708

The county to which a regular recipient has removed shall provide necessary medical and-or hospital care during the one year period of establishment of residence, provided the recipient meets the need requirements of the county for medical or hospital care.

(W&IC 3090, 3450)

An appeal may not be filed more than 90 days after the order or action complained of. Time shall be computed by excluding the date of the order or action. If the ninetieth day falls upon a Saturday, Sunday or holiday the appeal may be filed upon the next business day. The date of filing shall be the date the appeal is actually received in any office of the SDSW. The date of the order or action complained of shall be the date that notice of such order or action was mailed to the appellant except as set forth below:

1. In appeals for the return of erroneous repayments the date of collection or the date of the last installment payment is the determining date.
2. In appeals from demand for repayment the date of the last demand or the date agreement to repay was signed or a lien taken, whichever is later, is the determining date.
3. In an appeal by a recipient in which the issue is the amount of the grant, the period involved in the appeal extends back to the first of the month in which occurred the ninetieth day preceding the date of filing of the appeal.

Example: A recipient is granted \$50 monthly beginning in October, 1953. Payments are made regularly thereafter at \$50 per month. On April 20, 1954, she appeals, contending she should have received \$65 monthly. The ninetieth day preceding the date of filing the appeal is January 19, 1954. The period involved in the appeal begins January 1, 1954.

4. In appeals from retroactive discontinuance following cancellation of suspended warrants, the date of discontinuance action is the determining date. The period involved in the appeal would extend back to the effective date of the discontinuance.

If the county's action was taken or order made prior to September 9, 1953, an appeal therefrom must be filed not later than one year from such action or by December 8, 1953, whichever date occurs earlier. An appeal may be filed within one year of the county's action by any appellant who received written notice that he could appeal within one year, and who failed to file his appeal promptly, because of lack of written notice or actual knowledge that the appeal period had been shortened.

(W&IC 103, 104.5, 3075, 3078, 3460, 3473.2)

V. FINDING OF EMERGENCY

The regulations listed below are urgency measures necessary for the immediate preservation of the public peace, health and safety or general welfare within the meaning of Section 11421 of the Government Code. Notice and public procedure thereon are impracticable, unnecessary, and contrary to the public interest. These regulations shall become effective September 9, 1953. The facts constituting the emergency are:

The 1953 Legislature adopted legislation which will become effective on September 9, 1953. Some of this legislation amends and is inconsistent with the present law affecting Aid to Needy Children, Aid to the Blind, and Old Age Security. The present regulations of the State Social Welfare Board were adopted to implement the law as it now exists, and some of these regulations are inconsistent with the legislation which will become effective September 9, 1953. Some of this legislation also adds new provisions to the law for which there are at present no regulations. In order that the new provisions of the law may be defined and implemented, and in order that there will be no period of time during which the regulations are inconsistent with the new laws, it is necessary that the regulations listed below become effective at the same time as the legislation, namely on September 9, 1953.

The regulations to which this finding of emergency applies are as follows:

A-198	B-708	C-005	C-135	C-214	F-300	F-660 (Del)
A-1322	B-715	C-010	C-150	C-352	F-520	F-670—"
A-1352	B-145	C-015	C-155	C-356	F-580	F-690—"
A-1405	B-175	C-020	C-160	C-364	F-585	
A-1516	B-180	C-105	C-170	C-503	F-590	
	B-222	C-110	C-200	C-518	F-600 (Del)	
	B-230	C-115	C-208	C-542	F-610—"	
	B-232	C-125	C-210	C-554	F-630—"	
		C-130	C-212	C-616	F-640—"	

Certified as a Regulation (or
as Regulations) on the

Dept. of Social Welfare
(Name of State Agency)

C. S. Castland
(Signature)

Director
(Title)

9-29-53
(Date)

Aid to the Blind

BLINDNESS

B-283 LIST OF AUTHORIZED OPTOMETRISTS FOR EYE EXAMINATIONS SEP 29 1953

B-283

ALAMEDA COUNTY

Brown, Hugh V.
Emmes, Arthur B.
Nagy, Thomas R.
Osias, Leonard
Peters, Henry B.
Peters, Richard C.
Reinke, Albert R.

406 American Trust Bldg.
7845 Castro Valley Blvd.
482 W. MacArthur Blvd.
16235 Hesperian Blvd.
2611 Telegraph Ave.
3534 E. 14th St.
1114 Franklin Bldg.

Berkeley
Castro Valley
Oakland
San Lorenzo
Oakland
Oakland
Oakland

At 3:45 P. M.

FRANK M. JORDAN, Secretary of State

Assistant Secretary of State

AMADOR COUNTY

Harris, Marion M.

Krabbanhoft Bldg.
(Also in Calaveras and
San Joaquin counties)

Jackson

BUTTE COUNTY

Layton, Arthur

P.O. Box 342

Paradise

CALAVERAS COUNTY

Harris, Marion M.

Huberty Bldg.
(Also in Amador and
San Joaquin counties)

San Andreas

COLUSA COUNTY

James, William F.

516 - J St.

Colusa

CONTRA COSTA COUNTY

Allen, G. K.
Frank, Albert L.
Hurd, George R.
Johnson, Frank V., Jr.
Mello, Ansel J.
Poulsen, Stanley A.
Williams, Simon P.

510 - 3rd St.
105 E. 5th St.
2363 Mt. Diablo Blvd.
2363 Mt. Diablo Blvd.
127 E. 4th St.
223 Broadway
704 Alhambra Ave.

Antioch
Pittsburg
Walnut Creek
Walnut Creek
Pittsburg
Richmond
Martinez

RECEIVED FOR FILING

SEP 29 1953

Division of Administrative Procedure

CALIFORNIA-SDSW-MANUAL-RE

ENDORSED
FILEDin the Office of the Secretary of State
of the State of California

SEP 29 1953

At 3:45 P. M.

FRANK M. JORDAN, Secretary of State

By CHAS. J. HAGERTY
Assistant Secretary of State

(Section Continued on Next Page)

Revised September 8, 1953
Effective November 1, 1953

B-283 (Continued)

B-283

FRESNO COUNTY

Burkart, Carl	211 N. Van Ness	Fresno
Kallman, Herbert	1044 Fulton St.	Fresno
Miyake, George	1160 Broadway (Also in Madera County)	Fresno
Nishio, George	1160 Broadway (Also in Tulare County)	Fresno
Rovner, Ralph L.	722 O St.	Sanger

GLENN COUNTY

Janish, Daniel A.	125 W. Sycamore St.	Willows
-------------------	---------------------	---------

HUMBOLDT COUNTY

Bartlett, Thomas B.	529 F St.	Eureka
Madsen, William	616 H St.	Eureka

IMPERIAL COUNTY

Walker, N. O.	622 Main St.	El Centro
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KERN COUNTY

Harps, Harry N.	415 Center St.	Taft
-----------------	----------------	------

KINGS COUNTY

Duffy, Gordon W.	431 N. Irwin St.	Hanford
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LASSEN COUNTY

Clarke, H. M.	809 Main St.	Susanville
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(Section Continued on Next Page)

B-283 (Continued)

B-283

MADERA COUNTYJacobson, James J.
Miyake, George404 E. Yosemite Ave.
222 Robertson Blvd.
(Also in Fresno County)Madera
ChowchillaMARIN COUNTYKors, Kermit
Rice, Paul R.801 D St.
232 E. Blithedale Ave.San Rafael
Mill ValleyMENDOCINO COUNTYMarsha, Trevis D.
Robertson, Alan B.165 W. Smith St.
205 Pine St.Ukiah
Ft. BraggMONTEREY COUNTYBeagle, Tracey O.
Jaques, Donald S.
Pearson, Charles915 E. Alisal St.
574 Polk St.
P.O. Box 2578Salinas
Monterey
CarmelNAPA COUNTYBrooks, Charles F.
Reed, Max P.2025 Jefferson St.
1130 - 1st St.Napa
NapaORANGE COUNTYBlake, Richard G.
Horton, Dick A.
McClelland, George L.107 S. Pomona Ave.
1523 N. Broadway
407 Chapman Bldg.Brea
Santa Ana
FullertonPLUMAS COUNTY

Elfant, Jack A.

156 Jackson St.

Quincy

RIVERSIDE COUNTYGorham, John R.
Mason, George F.
Port, Warren R.
Ryan, Francis M.
Washburn, Jack R.321 E. Florida Ave.
45521 Oasis Ave.
133 W. Hobsonway
530 E. Florida Ave.
53 N. San Geronio Ave.Hemet
Indio
Blythe
Hemet
Banning

(Section Continued on Next Page)

B-283 (Continued)

B-283

LOS ANGELES COUNTY

Abel, Charles	950 W. Jefferson Blvd.	Los Angeles
Alberts, William M.	10522 Venice Blvd.	Culver City
Ariyasu, George	15335 Parthenia St.	Sepulveda
Baglien, James W.	2214 ¹ / ₂ W. Florence Ave.	Los Angeles
Barr, Paul C.	133 Pier Ave.	Hermosa
Bay, Joseph P.	1427 Marcelina Ave.	Torrance
Bloom, Joseph	707 S. Broadway, Suite 1212	Los Angeles
Bossin, Arthur S.	8719 Van Nuys Blvd.	Van Nuys
Braff, Solon M.	690 S. Vermont Ave.	Los Angeles
	413 W. Valley Blvd.	El Monte
Buchanan, J. T.	4350 Avalon Blvd.	Los Angeles
*Burgess, S. H.	11501 Atlantic Blvd.	Lynwood
Clark, Thomas J.	5479 Abbeyfield St.	Long Beach
Coops, Ralph F.	3780 Wilshire Blvd.	Los Angeles
Dolgovin, Ralph	6434 Pacific Blvd.	Huntington Park
Elmstrom, George P.	325 Richmond St.	El Segundo
Emerson, Fred C.	240 W. 2nd St.	Claremont
Evans, William A.	Bay Cities Bldg. 225 Santa Monica Blvd.	Santa Monica
		Los Angeles
Freeberg, Dale D.	950 W. Jefferson Blvd.	Hawthorne
	293 E. Broadway	Los Angeles
Gregg, James R.	6560 S. Normandie Ave.	Los Angeles
Hamroff, Gabriel	1022 N. Vermont Ave.	Long Beach
Hilligoss, Jay Marshall	900 Pine Ave.	Mar Vista
James, L. Earl	12234 Venice Blvd.	Los Angeles
Jaques, Bruce D.	523 W. 6th St.	Inglewood
Karlan, A. R.	3108 W. Imperial Highway	Los Angeles
Kraus, David E.	610 S. Broadway	Santa Monica
Lady, Delmer C.	225 Santa Monica Blvd.	Long Beach
Leatart, LeRoy	142 E. 3rd St.	Pasadena
Lewis, Gordon E.	234 E. Colorado St.	Glendale
Leslie, William W.	118 N. Louise	Tarzana
Mandell, Samuel G.	18653 Ventura Blvd.	Los Angeles
Meltzner, Martin L.	2728 S. Robertson Blvd.	Northridge
Penner, Milton	8618 Reseda Blvd.	Los Angeles
Pons, Charles A.	610 S. Broadway	Los Angeles
	3149 Glendale Blvd.	Los Angeles
Puff, E. C.	821 Garfield Bldg. 403 W. 8th St.	Gardena
Robinson, Bernard N.	16404 S. Vermont Ave.	Reseda
Robling, Victor L.	7215 Canby Ave.	Alhambra
Severtson, Robert L.	1042 E. Main St.	Los Angeles
Salter, John W.	610 S. Broadway	Temple City
	634 N. Golden West Ave.	Big Bear Lake
	Ferren Bldg.	Los Angeles
Sledge, Lenard W.	10918 Kinross	Redondo Beach
Stephens, L. E.	211 Ave. 1	Hawthorne
Venable, Edwin W.	193 S. Hawthorne Blvd.	Los Angeles
Wray, Arene T.	3261 W. 6th St.	Los Angeles
Zabner, Louis M.	219 W. 7th St.	Los Angeles

*Temporarily serving in the armed forces

(Section Continued on Next Page)

B-283 (Continued)

B-283

SAN JOAQUIN COUNTY

Harris, Marion M.	2045 Pacific Ave. (Also in Amador and Calaveras counties)	Stockton
Brown, Donald M.	517 W. Lodi Ave.	Lodi
Player, Herbert S.	306 Regent Court-Bank of America Bldg.	Stockton
Smith, Wesley E.	207 Farmers & Merchants Bank Bldg.	Lodi
Waterman, V. B.	Box 922	Manteca

SAN LUIS OBISPO COUNTY

Hileman, Lloyd O.	6th & C Sts.	Morro Bay
McDonald, George W.	791 Dolliver St.	Pismo Beach
Pence, J. O.	115½ E. Branch St.	Arroyo Grande
Seger, Charles E.	1407 Garden St.	San Luis Obispo

SAN MATEO COUNTY

MacLeod, A. M.	321 El Camino Real	Menlo Park
----------------	--------------------	------------

SANTA BARBARA COUNTY

Hill, J. D.	1020 State St.	Santa Barbara
Hill, Stanley D.	1020 State St.	Santa Barbara

SANTA CLARA COUNTY

Mazzaglia, Sam	54 N. Bascome Ave.	San Jose
----------------	--------------------	----------

SANTA CRUZ COUNTY

Anderson, Harold G.	241 E. Lake Ave.	Watsonville
Bechtel, L. C.	241 E. Lake Ave.	Watsonville
Foster, Ted R.	1622 Seabright Ave.	Santa Cruz

SHASTA COUNTY

Day, Ladd R.	2024 Market St.	Redding
Trekell, Leslie C.	1308 Placer St.	Redding
Voorhies, George H.	Box 872	Redding

(Section Continued on Next Page)

B-283 (Continued)

B-283

SACRAMENTO COUNTY

Barrett, Jack A.
 Farrington, Joseph E.
 Wood, Martin J.

723 Forum Bldg.
 202 Medico-Dental Bldg.
 P.O. Box 121

Sacramento
 Sacramento
 Fair Oaks

SAN BENITO COUNTY

Green, David O.

345 - 5th St.

Hollister

SAN BERNARDINO COUNTY

McDonald, Edwin E.
 McGrane, Lawrence H.
 Robson, J. Glenn

823 S. China Lake Blvd.
 127 S. 1st St.
 307 E. "B" St.

Ridgecrest
 Barstow
 Ontario

SAN DIEGO COUNTY

Chase, J. C.
 Dannenberg, O. Doyle
 Francisco, Clifford C.
 Goodwin, Eric H.
 Holland, Allen C.
 Jessop, David G.
 Kuntz, Seymour
 Scribner, Gordon R.
 Tucker, James W.

7746 Girard Ave.
 707 S. Escondido Blvd.
 1124 Bank of America Bldg.
 707 S. Escondido Blvd.
 4441 University Ave.
 3131 - 4th Ave.
 1908 Cable St.
 3960 - 4th Ave.
 611 - 2nd St.

La Jolla
 Escondido
 San Diego
 Escondido
 San Diego
 San Diego
 San Diego
 San Diego
 Oceanside

SAN FRANCISCO COUNTY

Fourness, Lester A.
 Hobrecht, Charles B.
 Hobrecht, Cyril J.
 LoPresti, Warren
 Regan, John F.
 Schomacker, Albert J.
 Stoltze, Albert C.

2665 Ocean Ave.
 209 Post St.
 209 Post St.
 209 Post St. Howard Bldg.
 209 Post St.
 4068 - 18th St.
 804 Clement St.

San Francisco
 San Francisco
 San Francisco
 San Francisco
 San Francisco
 San Francisco
 San Francisco

(Section Continued on Next Page)

B-283 (Continued)

B-283

YOLO COUNTYLindholtz, Richard J.
Romey, Darl B.338-C "G" St.
510 College St.Davis
WoodlandYUBA COUNTYBush, Donald R.
(W&IC 3075, 3083, 3460, 3471)

323 "D" St.

Marysville

B-284 DISTRIBUTION OF EYE EXAMINATION FORMS**B-284**

The county may provide each examiner in the locality, who is authorized to make eye examinations, a supply of the forms entitled Report of Eye Examination (Form Bl 227 for medical examiners and Form Bl 227-A for optometric examiners). This procedure will tend to facilitate the completion of the appropriate eye examination report form and its return to the county. The applicant or recipient shall be provided with the names and addresses of the authorized examiners in the locality.

(W&IC 3075, 3460)

B-283 (Continued)

B-283

SISKIYOU COUNTYLake, Ralph W.
Stewart, R. M.204 Lane St.
418 W. MinerYreka
YrekaSOLANO COUNTYGiant, Edward M.
Marcus, Seymour C., Jr.
Nielson, Paul R.327 Georgia St.
335 Georgia St.
406 Main St.Vallejo
Vallejo
VacavilleSONOMA COUNTYCampbell, W. P.
Musser, Wayne E.
Rector, Robert R.2421 Midway Drive, Medical-
Dental Bldg.
161 Kentucky St.
170 N. Main St.Santa Rosa
Petaluma
SebastopolSTANISLAUS COUNTYHinkley, S. A.
Kirschen, M.925 - 12th St.
1117 Eye St.Modesto
ModestoSUTTER COUNTYBush, Donald R.
Lansdon, Robert C.323 "D" St.
461½ Bridge St.Marysville
Yuba CityTULARE COUNTYDickson, James F., Jr.
Nishio, George
Schill, Joseph C.133 S. Mirage
181 S. "L" St.
(Also in Fresno County)
144 N. "M" St.Lindsay
Dinuba
TulareVENTURA COUNTYBraff, S. D.
Martin, Joe P.
Moses, Ralph416 N. "A" St.
528 S. "B" St.
157 S. "A" St.Oxnard
Oxnard
Oxnard

(Section Continued on Next Page)

B-651 (Continued)

B-651

Should a former recipient request restoration in the county in which he is living but in which he is not establishing residence, such county shall accept the request and shall, without delay, submit it to the county in which he retains residence. The county of residence has responsibility for restoring aid if the former recipient is eligible to receive it. The county in which he is living obtains all available information and submits it to the county of residence.

Restitution for aid to which a recipient was not entitled or the execution of an agreement to repay the county for such aid shall not be a condition for restoration or continuance of aid to which the recipient is currently eligible. (See Sec. B-115, Application Process-Definitions; B-140, When Application is to be Taken.)

(W&IC 7.1, 3044, 3075, 3078.3, 3444, 3460, 3475; AGO 53/89)

B-654 AID PAYMENTS - GENERAL

B-654

A. Issuance of Warrants

All aid paid shall be by warrant of the county. Payments of aid shall be made monthly in advance. Advance payment means delivery on, or as near as possible to, but not before, the first day of the month. Payment is effected by deposit of the warrant, properly stamped and addressed, in the U.S. mail, or by delivery to the payee by an authorized representative of the county. Warrants shall show the date of issuance. The payee's surname shall appear on the warrant exactly as his name appears on the Application, Form Bl 200, or on the Summary of Letters of Guardianship, Form DPA 5. If the county's disbursement procedures make it difficult to use the full first name, the initial only may be shown on the warrant. If a guardian is the payee, Summary Letters of Guardianship Form DPA 5, shall be on file in the case record. Both the name of the guardian and the name of the recipient shall appear on the aid payroll.

Enclosures with warrants are restricted to those matters relative to the administration of the program under which the warrant is issued.

B. Time Limitation on Warrants

Any warrant issued in payment of aid is void if not presented to the county treasurer for payment within six months after its date. Every aid warrant shall carry notice of this fact conspicuously on its face in order that persons holding such warrants will present them for payment within the time limit specified. The following wording is recommended: "This warrant is void if not presented to the county treasurer for payment within six months from date."

The warrant issue date shall not be counted in computing the last day of the six-month period. If the last day falls on a Sunday or a legal holiday, the day following is considered to be the last day.

Any claim arising from a valid authorization to pay aid resulting in the issuance of an aid warrant becomes void on the same date as the warrant.
(Gov. Code 29802, AGO 49/242)

C. Reissuance of Warrants

If a warrant has been lost or destroyed before it is paid by the county treasurer, the amount due may be recovered by the payee by filing with the county auditor, prior to the time the warrant becomes void, an affidavit setting forth the fact of the loss or destruction of the warrant, the number, date, amount,

(Section Continued on Next Page)

B-651 RESTORATION OF AID

B-651

If a former recipient, whose aid was discontinued for any reason, requests restoration of aid within twelve months of the date of discontinuance, no new application shall be taken. If the request for restoration is made in person, a written statement containing such request shall be signed by the former recipient and the date of the request indicated. If any other oral request, by telephone or otherwise, is made, the date of such request shall be entered in the case record. If the request is made by letter, the date of receipt shall be considered the date on which the request is signed. Exception: No signed request for restoration is required if the automatic restoration procedure described in this section is used or if adjustment for overpayment of aid requires discontinuance for one month for an otherwise eligible recipient. (See Sec. B-543, Discontinuance of Aid.)

Whenever aid is discontinued due to the confinement of the recipient in any public institution, the county in its order discontinuing aid may provide that aid be restored without further order on its part when the person ceases to be an inmate of the institution.

To effect this automatic restoration if aid is discontinued because of confinement in a public institution, two aid authorization forms shall be approved on the case. One form orders discontinuance effective as of the last day of the month in which the recipient is admitted to the institution, or in the case of temporary medical or surgical care, as of the end of the month in which the eligibility period is completed. The second form orders restoration with no beginning date of aid specified. Upon release of the recipient from the institution, the second authorization form is completed showing the date of release, and immediately submitted to the SDSW. A warrant is then issued for the balance of the month during which the recipient was not an inmate, and claim made on the current monthly payroll.

If request for restoration has been made, the eligibility of the former recipient shall be determined before aid is restored. Aid may have been discontinued by one county (first county) and within one year the former recipient may request aid in another county in which he has established residence (second county). Under such circumstances, the second county shall be responsible for determining eligibility and paying aid to those eligible to receive it. The former recipient shall be required to certify to the date he came to the county and to the date on which, by intent, he established residence therein on Form AB-204.

The second county shall request the first county to forward a copy of the last application (Form BI 200); the last completed Affirmation of Eligibility (Form BI 206), showing the date the last reinvestigation was completed; a completed copy of the notification to recipient of discontinuance of aid. In addition, the first county shall forward to the second county either a copy or a summary statement of such eligibility determinations as the second county may request.

(Section Continued on Next Page)

B-657 . (Continued)

B-657

If the recipient or the payee is handicapped to the extent that he is unable to sign his name or to make his mark, it is acceptable for a witness to touch the pen to the body of the recipient prior to making the mark for him. Thus, by making the ritual a physical act rather than actually having the recipient himself make the mark, the objective of maintaining the comfort and the dignity of the individual can be approached. In this instance, the mark itself is made by one of the two witnesses.

Example of a form which may be used on the reverse side of the warrant to obtain proper endorsement:

Endorsement hereon acknowledges payment for month specified

This warrant must be endorsed on the line below by the person in whose favor it is drawn, and the name must be spelled exactly the same as it is on the face of this warrant. (Note: If endorsement is made by mark (X) see instructions below.)

(Sign on this line)

FORM FOR ENDORSEMENT BY MARK (X)

If endorsement is made by mark (X) it must be witnessed by one person who can write. Use form below:

(HIS) OR (HER)

☐
MARK

(Payee's name must be written on this line exactly as it appears on face of warrant.)

Witness to mark:

Name _____

Address _____

Name _____

Address _____

(W&IC 3075, 3460)

B-654 (Continued)

B-654

name of the payee, and all material facts relative to its loss or destruction. Upon the filing of the affidavit, the county auditor shall issue and deliver to the payee a duplicate warrant bearing the same date as the original warrant for the full amount of the original warrant, and the treasurer shall pay the duplicate in lieu of the original warrant. The reissued warrant must be presented for payment within the same time limit as for the original warrant.

If, within the six month period, ownership of the warrant had passed from the original payee to another person (bank, store, etc.) by endorsement prior to the time it was lost or destroyed, the amount due may be recovered by the legal owner of the warrant in the manner set forth above. In this event the county auditor shall issue and deliver the duplicate warrant to the legal owner instead of the original payee.

A warrant shall be considered lost if it has been mailed and has not been received by the addressee within twenty days after the date of mailing.

A warrant canceled in error by the county auditor shall be reissued in the same date, number, and amount as the original warrant.

(Waic 3075, 3460; Gov. Code 29850, 29851, 29852, 29853)

B-657 ENDORSEMENT OF WARRANTS

B-657

Warrants issued in payment of aid shall be endorsed by the authorized payee in order to signify receipt of payment, except in the case of a deceased grantee or payee as provided in Sec. B-660, Payment When Grantee Dies. Warrants issued in favor of the legally appointed guardian of a recipient shall be endorsed by the guardian.

A payee may endorse a warrant in a foreign language which differs in appearance from his name as it appears on the face of the warrant, e.g., in Chinese characters. Such endorsement is acceptable unless there is a reason to doubt its authenticity.

If a payee is unable to write his name, he may endorse his warrant by means of a mark, e.g., an X or a thumb print. Such mark endorsement shall be accompanied by the name of the grantee and the signature and address of at least one witness in attendance at the time the mark endorsement is made.

(Section Continued on Next Page)

B-660 (Continued)

B-660

- b. Endorsements on warrants made under Summary Probate Proceedings should incorporate or refer to the affidavit required of persons claiming estates under Sec. 630 of the Probate Code, Summary Probate Proceedings.

If the payee is other than the recipient of aid, the warrant shall not become part of the payee's estate in case of the payee's death. The warrant issued to the deceased payee shall be canceled and a duplicate warrant shall be issued to the new payee.

(W&IC 2075, 2460)

B-663 NOTICE OF CHANGE - GENERAL INSTRUCTIONS

B-663

A. Use of Section I

The Notice of Change, Form BL 232, except as it provides for identifying information, is divided into sections, which are designated as Sections I, II, III, IV, and V.

One Form BL 232 may be used to report two actions of the county on the same case provided both actions occur on the same day.

Example: In ANB aid is increased on October 15, effective November 1, due to verified need in excess of \$90. On the same date, the county decreased aid effective December 1, as the special need exists for only one month.

If one Form BL 232 is used to report two actions, the information reported in Columns 5 and 7 should refer to the first action. Report the necessary information to explain the second action under "Reason for Change."

If aid is restored following release from the county hospital or infirmary, restoration action is reported opposite "Restoration."

Section I is used to report information regarding:

1. Type of change affecting the recipient. This includes decrease, increase, restoration or discontinuance of the recipient's grant or transfer from ANB to APSB or vice versa.
2. Reason for change. The reason for discontinuance of aid to the individual is not recorded here but shall be shown in Section II.

(Section Continued on Next Page)

B-660 PAYMENT WHEN GRANTEE OR PAYEE DIES

B-660

If an eligible recipient dies on or after the first day of the month, aid shall be paid for the full month even though the warrant had not been delivered before death occurred.

If the county has knowledge that the recipient died on or after the first day of the month and prior to the preparation of the warrant, the warrant shall be made payable to one of the following:

1. The decedent.
2. The duly appointed and qualified executor or administrator of the recipient's estate.
3. Whomever the California Probate Code designates as the proper party to receive monies belonging to the decedent's estate.

If the decedent's estate falls within the categories outlined in Sec. 630 of the Probate Code, Summary Probate Proceedings, the warrant may be made payable to such successor when he furnishes the county auditor with an affidavit showing his right under that section to receive the money.

If a recipient dies before aid authorized prior to his death is paid to him, such aid shall be made payable as outlined above. If aid is granted subsequent to the applicant's death or if aid is increased by county action subsequent to the recipient's death, such aid is not payable and the warrants, if drawn, shall be canceled except in cases of appeal granted by the SSWB, when the appeal was filed before the applicant's or recipient's death.

A warrant which has not been endorsed may be endorsed only by one of the following:

1. The duly appointed and qualified executor or administrator of the recipient's estate.
2. Whomever the California Probate Code designates as the proper party to receive monies belonging to the decedent's estate.
 - a. If the decedent's estate falls within the categories outlined in Sec. 630 of the Probate Code, Summary Probate Proceedings, the warrant may be endorsed by such successor when he furnishes the county treasurer with an affidavit showing his right under Sec. 630 of the Probate Code to receive the money.

(Section Continued on Next Page)

B-672 (Continued)

B-672

If the right exists to request repayment, the county shall make a demand for repayment of the amount due. If there is evidence that the recipient was underpaid for a past month or months for which the county is required to pay retroactive aid (see Sec. B-630, Item 11), the amount of repayment due may be decreased to the extent of such underpayment in lieu of issuing retroactive aid payments.

Example: During reinvestigation in December it is determined that the recipient had non-exempt income in February which was unreported with fraudulent intent and which resulted in an overpayment of \$30 in that month only. Also the record shows that no action was taken to allow for a special medical need in June which the recipient reported in that month. On the basis of the reported need in June, the recipient is entitled to \$10 retroactive aid for June. Request is made for repayment of \$20 (\$30 overpayment in February less \$10 underpayment in June).

(W&IC 3006, 3075, 3405, 3460; AGO 47/307)

B-674 INVESTIGATION OF OVERPAYMENTS

B-674

Whenever it appears that an overpayment of aid has been made, i.e., aid has been paid during a period for which there was not eligibility or a greater amount of aid has been paid than for which there was eligibility, the county shall determine:

1. Whether overpayment of aid has been made
2. The period of overpayment
3. The reason for overpayment
4. The amount of overpayment
5. Whether or not overpayment was the result of fraudulent intent
6. Whether the right to request repayment exists

These determinations and the bases for the determinations shall be recorded in the case record. (See Sec. B-688 regarding unauthorized payments made for which there is no valid authorization.)

(W&IC 3006, 3075, 3405, 3460; AGO 47/307)

B-676 SOURCE OF REPAYMENT

B-676

Repayments receivable (\$2 or more) shall be demanded from any and all resources (real and personal property) of the debtor, except that repayment shall not be requested from:

(Section Continued on Next Page)

B-666 (Continued)

B-666

The following chart shows the number of copies to be submitted to SDSW for the indicated actions:

TYPE OF CHANGES	NUMBER OF COPIES
Discontinuances	2
Restorations	2
Increases	1
Decreases	1
Payment to county for institutional care-ANB only	2
Transfer from ANB to APSB or vice versa	2
Change in name of recipient	1

(W&IC 7-2, 3075, 3085, 3460)

**B-669 NOTIFICATION TO COUNTY AUDITOR OF CHANGE
IN AMOUNT OF AID**

B-669

A copy of the Notice of Change, Form Bl 232, should be sent to the county auditor. There should be complete coordination between the county welfare department and the county auditor so that payrolls each month correctly reflect the current status of all cases for which claim is made. (W&IC 3075, 3460)

B-672 RIGHT TO REQUEST REPAYMENT OF AID

B-672

If an overpayment occurs and it is not possible to effect a complete adjustment within the current adjustment period either by decrease or discontinuance of aid, the right to request repayment of aid exists only in those cases in which the aid was received as the result of false statement, misrepresentation, or other fraudulent device, and only to the extent of:

1. The unadjusted balance of the overpayment, if partial adjustment has been made in the current adjustment period, or
2. The total amount of the overpayment, if no adjustment within the current adjustment period is possible.

In the absence of fraudulent intent there is no right to request repayment except to the extent that overpayment can be adjusted within the current adjustment period.

(Section Continued on Next Page)

B-680 DETERMINATION OF DEBTOR'S ABILITY TO REPAY**B-680**

A determination shall be made as to the debtor's ability to repay the amount due. If the amount due is \$50 or more, an investigation shall be made and the following shall be recorded centrally or in the case record:

1. A statement of the sources and amounts of income.
2. A listing of real and personal property.
3. If aid is currently being paid, a listing of real and personal property required to meet certain of his continuing needs as defined in Sec. B-676, Source of Repayment.
4. A statement from the debtor as to his intent and pecuniary ability to repay.

Form A, Statement of Debtor's Resources, is suggested for the recording of the investigation.

(WIC 3006, 3075, 3405, 3460)

B-682 PLAN FOR COLLECTION OF REPAYMENTS**B-682**

A. Procedures shall be established to safeguard the monies due the County, State, and Federal Governments as follows:

1. Establishment of adequate internal controls to prevent overpayments of aid.
2. Immediate investigation of apparent overpayments to determine if the right to request repayment exists.
3. Execution of a plan for collection prescribed by this section whenever the right to request repayments exists.
4. Periodic follow-up of all unsecured debts with a planned series of collection letters or personal visits or both and reinvestigation of the debtor's financial status not less frequently than semi-annually. If circumstances justify, follow-up may well be made monthly.

(Section Continued on Next Page)

B-676 (Continued)

B-676

1. The current grant or income required to meet the current need.
2. Real and personal property required to meet continuing needs.
These are:
 - a. Real property: the home in which he lives or other property producing net income which is contributing substantially toward meeting current need. This, however, does not preclude a county from filing a lien against real property of the recipient or former recipient.
 - b. Personal property: household furniture, equipment and furnishings, personal effects, clothing, and an automobile, if such automobile has been determined to be necessary to his particular need.

Repayment may be demanded, within the provisions of the Probate Code, from any and all real and personal property of the estate of a debtor, except that the rights of the county shall be subordinated to the rights of a surviving spouse who is a recipient of aid, if the surviving spouse executes an agreement not to transfer or encumber such property without the consent of the county.

(W&IC 3008, 3075, 3407, 3460)

B-678 DEMAND FOR REPAYMENT

B-678

For all repayments receivable (\$2 or more), a formal written demand shall be promptly served upon the debtor. This demand may be mailed to the debtor at his address of record or may be delivered in person. It shall include the following:

1. The reason for, and the amount of, the repayment due.
2. A statement that the right to request repayment exists.
3. A statement that the repayment is due and payable immediately and that repayment or a satisfactory plan for repayment is required within 30 days. If the debtor is a recipient without resources other than the grant and the income required to meet the current need, a statement shall be made that he is not obligated to make repayment from such funds.
4. A statement that, upon request, a county representative will be available to advise him as to his rights and responsibilities with respect to the amount due.

(W&IC 3006, 3075, 3405, 3460)

B-682 (Continued)

B-682

7. Other remedies contained in the California Code of Civil Procedures, except as prohibited by W&IC 3008 and 3407, may be utilized by the county to enforce collection of amounts due from debtors. These remedies include garnishment, attachment, restraining orders, and proceedings supplemental to execution.

Counties may include in their promissory notes a provision that the debtor waives the statute of limitations.

8. Unless extended, waived, or rendered inoperative by an action of the debtor, the Statutes of Limitations in California on repayment of aid are generally as follows:
- a. For unsecured debts not arising from fraudulent action on the part of the debtor nor evidenced by a promissory note or a contract in writing, the statute runs two years from the date of the overpayment.
 - b. Where the liability is created by statute, the Statute of Limitations runs three years from the date of the overpayment.
 - c. Where fraud is established on the part of the debtor, the statute runs three years from the date of the discovery of the fraud.
 - d. For debts evidenced by a promissory note or a contract in writing, the statute runs four years from due date of such written instrument.
 - e. On judgment liens, the statute runs five years from the date of entry of judgment or of renewal thereof.

A debt in groups a, b, or c can be extended four years by securing an Agreement to Reimburse Note (see d). Such debt can be further extended five years by securing a Confession of Judgment or judgment as a result of collection suit (see e). All debts (excepting probate actions) can generally be renewed repeatedly by appropriate legal means if action is taken prior to the running of the statute. (Reference Code of Civil Procedures Sections 336 to 345, inclusive.)

If any debt appears to be in jeopardy because of the running of a Statute of Limitations, action shall be taken to prevent denial of the county's right to enforce collection. Collection of debts in which the statute time limit has passed shall be pursued in the same manner as other debts and all efforts shall be made to renew the statutory period. A Statute of Limitations is applicable only if successfully invoked by a debtor or his authorized agent. Closing of collection effort shall only occur if and when recovery of the debt is legally impossible because of the debtor's successful invocation of the statute.

- C. Although the steps outlined in this section are in a certain sequence the county need not follow such sequence and the county may take the more forceful steps suggested herein skipping certain intervening steps.

(W&IC 3006, 3075, 3405, 3460)

(Section Continued on Next Page)

B-682 (Continued)

B-682

B. The following shall form part of a plan for collection effort in all counties, unless a different plan, designed to accomplish the same objectives, has been submitted to, and approved by, the SDSW.

1. If, within a reasonable time from service of a Demand for Repayment (see Sec. B-678), the repayment has not been made or a satisfactory plan for repayment submitted, the debtor shall be requested to complete and sign a non-interest bearing Agreement to Reimburse Note (see suggested Forms B and C). This note may be payable in specific amounts on specific dates or it may be made payable "on demand." In lieu of a note the debtor may be requested to execute a Confession of Judgment (see suggested Form D) with the understanding the judgment will be executed only in accordance with Sec. F-430 or if additional property becomes available.

If a debtor has a policy of life insurance subject to cash surrender value of \$50 or more and the repayment receivable is \$50 or more, he shall be requested to assign the insurance policy to the county with the understanding that the proceeds of the policy will be applied toward liquidation of the debt, and the remainder, if any, to be turned over to the beneficiary. All resources of the debtor shall be considered in determining whether any plan proposed by him is a satisfactory plan for repayment. For example, a debtor who has cash or other resources from which repayment can be made should not be permitted to repay in installments.

2. If the debtor is unwilling to execute a note or a Confession of Judgment, the county shall file a suit unless the investigation prescribed in Sec. B-680 has determined that the debtor does not own property from which repayment can be made either presently or in the future. Suits for amounts from \$50 to and including \$100 shall be filed in the small claims court. If the amount due is less than \$50, the filing of a suit in small claims court is recommended, but not mandatory.
3. Whenever a judgment has been obtained, an abstract thereof shall be recorded immediately with the recorder of any county in which the debtor has, or is likely to acquire, an interest in real property.
4. Judgments, promissory notes, assignments of insurance policies, and liens shall be renewed as necessary to insure that they will not lapse because of the running of a Statute of Limitations. (See Item 8 of this section.)
5. If the debtor is a recipient of aid and has no resources available to satisfy the debt, and a lien has been recorded against his property, foreclosure shall not be initiated until after his death, at which time the county shall file a claim against his estate.
6. A periodic check of probate records shall be made. It is recommended that this check be made continuously, but in no event shall it be made less frequently than quarterly. Any probate involving the estate of a deceased debtor as defined in Sec. F-400 shall be checked to determine if a claim for repayments receivable can be filed against the estate.

(Section Continued on Next Page)

B-690 RETURN OF ERRONEOUS REPAYMENTS

B-690

An erroneous repayment is a repayment of aid which has been collected upon the mistaken assumption that an overpayment occurred for which the right existed to request repayment.

An individual who believes that he has repaid aid in error may request the return of such erroneous repayment. This request may be made at any time but shall be made in writing. The written request constitutes a claim for the return of the money erroneously repaid. Assistance shall be given by the county welfare department to individuals who wish to file a request for the return of erroneous repayments of aid. (AGO NS 5736)

Claims for the return of erroneous repayments shall be approved if it is found that the repayment of aid was erroneous. In making findings with respect to erroneous repayments of aid, the county shall carefully determine if, during the period to which the repayment was applicable, ineligibility existed for some reason other than the reason on which the repayment of aid was predicated; if such ineligibility existed, no return, or a return in a smaller amount, may be in order. (AGO NS 5736)

Notification shall be given to any person who made a repayment of aid which is determined to have been an erroneous repayment and he shall be advised of his right to seek reimbursement.

A voluntary repayment of aid, made upon the initiative of the payer without request or suggestion on the part of the county, constitutes a gift, and shall not be deemed to have been erroneous. (AGO NS 1459)

Persons whose claims for the return of erroneous repayments have been rejected by the county shall be informed of their right to file an appeal with the SDSW.

(W&IC 3075, 3460)

B-686 ALLOCATION OF REPAYMENTS TO PERIODS**B-686**

If a person making a voluntary repayment of aid legally granted, specifies the period to which he wishes the repayment allocated, it shall be so allocated. In the absence of such specification, the amount of such collection shall be allocated to the entire period during which aid was received and shall be considered a repayment, partial or total, of the entire amount of aid granted.

Collections resulting from claims against estates and actions against responsible relatives are allocated to the period during which the amount for which action is taken was paid. The amount collected may represent either total or partial repayment for such period.

Adjustments shall be allocated to the period during which the basis for the adjustment accrued.

(W&IC 3007, 3075, 3088, 3406, 3460, 3474)

B-688 ERRONEOUS PAYMENTS**B-688**

An unauthorized payment is a payment made for a period for which there was not a valid authorization by a county, or for which there was a valid authorization for a lesser amount than the amount paid. Such payments may be adjusted without formal county action, within the current adjustment period. The right to request repayment exists for the unadjusted amount with the limitation that repayment may be required only from resources of the recipient other than the current grant or income required to meet the current need.

Unauthorized payments, when discovered, shall be credited on Form AB 816 on a current claim if they have been claimed from the state as public assistance payments and not adjusted or repaid. Amounts received in repayment from the recipient are credits to county funds.

(W&IC 7.1, 3007, 3062, 3406, 3471)

B-692 (Continued)

7. Whether a Statement of Debtor's Resources, or equivalent, is on file.
8. A record of all repayments made stating dates and amounts.
9. Chronological record of all contacts made by letter or personal visit together with a record of:
 - a. Whether Agreement to Reimburse Note or Confession of Judgment procured.
 - b. All legal actions taken, judgments procured, property liens taken, and resulting attachments.
 - c. In case of fraud, whether criminal action was taken and the outcome thereof.

(W&IC 3006, 3075, 3405, 3460)

B-692 FINANCIAL RECORDS MAINTAINED BY COUNTY

B-692

A. On All Recipients

An individual record should be kept in the county in state number order for each recipient of aid. Such a record should include the name of the recipient and/or payee, the state number, the amount of the grant, the participation status, the effective date of the grant, all changes in the amounts of aid, and the effective dates of such changes.

B. On Collectible Overpayments

In addition to the recording of data on overpayments of aid in the case record as provided in Sec. B-674, there shall be maintained in each county a central record of Repayments Receivable, i.e., the amount of the repayment due. If the right to request repayment exists, a Repayment Receivable Record, Form ABC 831, shall be initiated. An equivalent record may be used provided it is approved by the SDSW. These records shall be filed by aid program in state number order or alphabetically with cross index to state number. Separate files shall be maintained for active and closed accounts as provided in Sec. B-684, Classification of Repayment Receivable Accounts. The Repayment Receivable Record shall provide data as to:

1. The debtor's name and state number and whether currently in receipt of aid.
2. The amount of the repayment receivable.
3. The period to which the overpayment applies.
4. The reason for the overpayment.
5. The reason the overpayment was determined to be the result of fraudulent intent on the part of the debtor.
6. Record of any changes in the determinations included in Items 2 through 5.

(Section Continued on Next Page)

B-752 (Continued)

B-752

The following are additional circumstances which govern federal participation:

A. INITIAL PAYMENTS ON NEW APPLICATIONS, REAPPLICATIONS AND RESTORATIONS

The first payments made on new applications, reapplications and restorations are initial payments.

If the investigation of eligibility has extended beyond the period specified in WIC Sec. 3082, the initial payment may represent payment for more than one month. There is no federal participation in retroactive initial payments except as provided in Item B of this section.

There is federal participation beginning with the payment for the month in which the aid is granted if the warrant for the month is delivered in the same month, or not later in the following month than the time when such payment would normally be issued under the county's customary fiscal procedure. (See Sec. B-624, Item D, Initial Payments)

Exception:

There is no federal participation in the first payment delivered to an applicant who remains in a public institution for the full month for which the warrant was paid. (See Sec. B-512, Eligibility of Public Institution Inmates)

B. RETROACTIVE AID

Retroactive aid means aid paid in a subsequent month for some preceding month or months.

1. Appeals

Federal participation is available beginning with the payment for the second month prior to the month in which the appeal was signed, excluding any month within this period which was prior to the month in which aid was improperly denied or withheld. The foregoing applies to payments made to carry out an appeal decision by the SSWB, or to adjust an appeal which has been filed but not yet heard or submitted to the SSWB for decision.

(Section Continued on Next Page)

B-751 FINANCIAL PARTICIPATION--STATE AND COUNTY

B-751

References to state and county financial participation in aid payments will also be found in the following sections of the manual:

TRANSFER OF AID PROCEDURES	B-703
NON-COUNTY RESIDENCE PROCEDURE	B-322
REMOVAL OF NON-COUNTY AID RECIPIENTS	B-706
REAPPLICATION OR REQUEST FOR RESTORATION BY FORMER RECIPIENT WHO RETAINED STATE RESIDENCE	B-367
CHANGE OF COUNTY RESIDENCE WHILE APPLICATION OR RESTORATION IS PENDING	B-150
COUNTY RESIDENCE -- GENERAL	B-319

B-752 FEDERAL PARTICIPATION IN ANB PAYMENTS

B-752

The Federal Government participates in most, but not all ANB payments made to or on behalf of eligible persons.

There is no federal participation in:

1. APSB payments.
2. Any payment made to a patient who is confined to any public or private institution maintained for the purpose of treating persons suffering from tuberculosis or mental disease. Federal participation is therefore not available in payments to recipients in private homes or institutions licensed by the SDMH to care for the mentally ill or in private tuberculosis institutions licensed by the SDPH. Likewise there is no federal participation in payments made to patients cared for in other types of institutions if there is a diagnosis of tuberculosis or psychosis. (If federal participation is in order on the first day of the month, the federal government participates in the payment for the full month although the recipient may be admitted to a tuberculosis or mental hospital or institution during the month.) (See Sec. B-506. Definitions, and Sec. B-515, Eligibility During Hospitalization.)
3. Any payment made to a guardian who is an employee of the State Department of Mental Hygiene.

(Section Continued on Next Page)

B-752 (Continued)

B-752

C. CORRECTION OF PAYMENTS NOT MADE IN ACCORD WITH AUTHORIZED AWARD

1. Payment Made for Less than the Authorized Award

The payment for a particular month was erroneously made for less than the authorized award, or no payment was made although there was an authorized award in effect. Payments disbursed before the end of the second succeeding month will be subject to federal participation. No change in the authorization shall be made to correct the underpayment.

2. Payment Made for More than the Authorized Award

If payment for a particular month was more than the authorized award, there is federal participation in the excess payment only if the overpayment is deducted from the payment for either of the two months following the month for which overpayment was made. No change in the authorized award shall be made to correct the overpayment.

D. DELAYED PAYMENTS

Under each of the following circumstances if payment was properly authorized, federal participation is available provided the payment is released within the two months succeeding the month for which the payment was authorized.

1. Returned Warrants Due to Change of Address

Warrants returned to the auditor's office because of change of address shall be transmitted to the new address promptly but not later than the above specified time limit.

2. Payment of Suspended Aid

Warrants are released following suspension of payment while investigation is made. (See Sec. B-536, Suspension Procedure)

3. Change in Payee

Aid is continuous and delay occurs because of change in payee.

4. Transfer of Aid

The second county, in a transfer case, fails to begin aid on the due date and pays retroactive aid from that date.

(W&IC 3075, 3087; FSSA)

B-752 (Continued)

B-752

2. Erroneous Denial of an Application or Erroneous Discontinuance of Aid

There is federal participation in certain retroactive payments made by a county to correct its previous erroneous action. Such participation begins with the second month prior to the month in which the correcting action is taken, provided federal participation would have been available had the previous action been correct (i.e., there is no federal participation in payment for any month prior to that in which aid was improperly denied. Had the correct action been taken in the first place, the payment for such previous month would have been a retroactive initial payment in which no federal participation would have been available).

3. Aid Increased

Aid which was paid in accord with the authorized award is sometimes found to be less than the amount to which the grantee was entitled. The additional amount due is paid. There is federal participation in the retroactive payment provided it is authorized before the end of the second month after the month for which paid.

4. Earlier Beginning Date of Aid on an Application or Restoration

The beginning date of aid originally established may not have been in accord with statutory requirements. Subsequent action is taken to authorize aid from an earlier date. There is federal participation in the retroactive payment made to correct the previous erroneous authorization provided:

- (a) the correcting authorization is made before the end of the second month following the month in which the erroneous authorization was made

and

- (b) the retroactive aid authorized is not for a month prior to the month in which the original authorization was made.

(Section Continued on Next Page)

FINDING OF EMERGENCY

The regulations listed below are urgency measures necessary for the immediate preservation of the public peace, health and safety or general welfare within the meaning of Section 11421 of the Government Code. Notice and public procedure thereon are impracticable, unnecessary, and contrary to the public interest. These regulations shall become effective October 1, 1953. The facts constituting the emergency are:

In August 1953, the State Social Welfare Board adopted revised sections of the Manual of Fiscal Policies and Procedures. Certain sections of the Old Age Security and Aid to the Blind Manuals of Policies and Procedures now contain regulations which are in conflict with Fiscal Manual sections becoming effective October 1, 1953. The sections govern such matters as the time and method of payment of assistance, the procedure governing payments if the grantee dies on or after the first day of the month and before preparation of the warrant, procedure governing repayments, and rulings governing federal participation in aid payments.

In order to eliminate conflict between the Aid Manuals and the Manual of Fiscal Policies and Procedures and to eliminate unnecessary confusion on the part of county welfare personnel concerned with the above mentioned matters it is necessary that Old Age Security and Aid to the Blind manual sections dealing with these subjects become effective on the same day that the Fiscal Manual sections become effective, namely, October 1, 1953.

The regulations to which this finding of emergency applies are as follows:

A-1336	B-654
A-1342	B-660
A-1346	B-676
A-1366	B-680
A-1372	B-678
	B-682
	B-688
	B-690
	B-692
	B-752

Adopted by State Social Welfare
Board, September 8, 1953

Certified as a Regulation (or
as Regulations) of the

Dept. of Social Welfare
(Name of State Agency)

G. J. Scotland
(Signature)

Director
(Title)

9-29-53
(Date)

Copy below is hereby certified to be a true and correct copy of regulations adopted or amended, or an order of repeal by

Department of Social Welfare
(Agency)

Dated: November 18, 1953

By: C. I. Schottland
Director
Title

FILED
in the Office of the Secretary of State
of the State of California

NOV 18 1953

At 4 o'clock P. M.

FRANK M. JORDAN, Secretary of State

By: Amos S. Saylor
Assistant Secretary of State

RECEIVED FOR FILING

NOV 18 1953

Division of Administrative Procedure

November 5, 1953

DEPARTMENT BULLETIN NO. 498 (ANC)

TO: COUNTY WELFARE DEPARTMENTS
COUNTY BOARDS OF SUPERVISORS
COUNTY AUDITORS

Subject: Federal Study of Characteristics
of Families Receiving ANC

The Federal Social Security Administration is conducting a special study of the characteristics of families receiving Aid to Needy Children. Participation is required of all states.

In California it will be necessary to have schedules completed on approximately 500 Aid to Needy Children family group cases. The required information shall be reported on Form Temp 361 CA, in accordance with "Instructions for Form Temp 361 CA, Biennial Federal Statistical Report of Characteristics of Families Receiving Aid to Needy Children," for all family cases receiving Aid to Needy Children payments in November 1953, and whose state numbers end in the two digits "25" and three digits "505" and "545." (This will yield a sample of approximately 1.2% of caseload.)

A supply of schedules and instructions is being forwarded to each county.

Questions regarding the study and schedules should be directed to the State Department of Social Welfare Bureau of Research and Statistics.

The completed schedules shall be sent to the Bureau of Research and Statistics, State Department of Social Welfare, 616 K Street, Sacramento 14, to reach this office on or before December 7, 1953.

Very truly yours,

/s/ Charles I. Schottland

Charles I. Schottland
Director

A-1030 RELATIVES' CONTRIBUTION SCALE

A-1030

The Relatives' Contribution Scale sets forth the maximum degree of liability for support of applicants for, or recipients of, aid according to the relative's net income and number of dependents. The board of supervisors or its authorized representative shall fix the relative's liability if the amount is that specified by the scale. However, if an amount less than that specified by the scale is warranted by the financial circumstances of the responsible relative the board of supervisors shall fix the amount of the contributions. The Relatives' Contribution Scale is not applicable to the spouse of an applicant or recipient when the spouse's income represents the community income of the couple. (See Sec. A-1116, Division of Income with Spouse)

For the purposes of the Relatives' Contribution Scale, a dependent is defined as a person for whom the relative provides the major portion of support, in or out of the home. Only one relative can claim any given person as a dependent. In other words when both the responsible relative and his or her spouse have responsibility to contribute to the support of the respective parents who are receiving OAS, they shall not both claim the same individuals as dependents for the purpose of determining the degree of their liabilities.

(Section Continued on Next Page)

A-1020 (Continued)

A-1020

A married daughter's liability for the support of her parents is determined by the sum of the following, less the 20% flat deduction provided for in Sec. A-1040:

- a. Her own earnings
- b. Income constituting her separate property.

She shall not be required to make contributions unless the amount determined by the above formula indicates a liability under the Relatives' Contribution Scale.

A married son's liability for the support of his parents is determined by the sum of the following, less the 20% flat deduction provided for in Sec. A-1040:

- a. His own earnings
- b. The income constituting his separate property
- c. The income from community property other than earnings.

D. MINOR CHILD

The earnings of a minor child represent community income of the parents, unless the child is emancipated, in which case, the minor child has the same liability under the scale as an adult child. (See Sec. A-1152, Contributions from Responsible Relatives)

(W&IC 2006, 2140, 2160F, 2181, 2224; CC 171c; AGO 51/267, AGO NS 863, AGO NS 5187, Servicemen's Dependents Allowance Act)

FILED

in the Office of the Secretary of State
of the State of California

SEP 29 1953

At 3:45 o'clock P. M.

FRANK M. JORDAN, Secretary of State

By *[Signature]*
Assistant Secretary of State**RECEIVED FOR FILING**

SEP 29 1953

Division of Administrative Procedure

**ENDORSED
FILED**

in the Office of the Secretary of State
of the State of California

SEP 29 1953

At 3:45 o'clock P. M.

FRANK M. JORDAN, Secretary of State

By CHAS. J. HAGERTY
Assistant Secretary of State

A-1070 (Continued)

FORM AG 246-A

A-1070

State of California

Department of Social Welfare

NOTIFICATION OF COUNTY FINDING OF
LIABILITY OF RESPONSIBLE RELATIVE

OLD AGE SECURITY

County

To _____ County No. _____
 _____ State No. _____
 _____ District _____

The records of the County Welfare Department show that you are now contribut-
 ing \$ _____ to the support of _____

Name of Applicant or Recipient

It is now necessary under Sections 2181 and 2224 of the Welfare and
 Institutions Code to set the amount of your liability for the support of your
 _____ . Therefore, according to the figures presented by you concern-
 ing your circumstances, your liability has been determined to be \$ _____ a month,
 effective from _____. This determination is based upon the finding that
 your financial circumstances are as follows:

1. Total gross monthly income \$ _____ 3. Number of dependents _____
 2. Total net monthly income \$ _____ 4. Degree of liability as determined
 by Relatives' Contribution Scale \$ _____

Remarks, if any: _____

Your contribution as shown above meets the requirements set by the Welfare
 and Institutions Code. If there is any change in your circumstances or the amount
 of your contribution, please notify the County Welfare Department.

If you have any questions regarding this notification, please discuss them
 with the County Welfare Department located at _____

Address

By action of the County of

_____ this

_____ day of _____ 19 _____

Authorized Signature

Title

A-1070 (Continued)

FORM AG 246

A-1070

State of California

Department of Social Welfare

NOTIFICATION OF COUNTY FINDING OF
LIABILITY OF RESPONSIBLE RELATIVE

OLD AGE SECURITY

County

To _____ County No. _____

State No. _____

District _____

In accord with the duty imposed by Sections 2181 and 2224 of the Welfare and Institutions Code your liability for support of _____ is determined
Name of Applicant or Recipient
to be \$ _____ a month, effective from _____
Date of Action

This determination is based upon the finding that your financial circumstances are as follows:

1. Total gross monthly income \$ _____ Number of dependents. _____
2. Total net monthly income \$ _____ Degree of liability as determined
by Relatives' Contribution Scale _____

REMARKS: (Include explanation for any modification in degree of liability as determined by the scale)

If you do not contribute henceforth in accordance with the above-specified amount it will be necessary to request the district attorney or other civil legal officer to proceed against you in the order of your responsibility to support.

If you have questions regarding this notification you should discuss them with the county welfare department located at _____

Address

By action of the County of

this

day of _____ 19 _____

Authorized Signature

Title

A-1340 REISSUANCE OF WARRANTS

A-1340

If a warrant has been lost or destroyed before it is paid by the county treasurer, the amount due may be recovered by the payee by filing with the auditor prior to the time the warrant becomes void an affidavit setting forth the fact of the loss or destruction of the warrant, the number, date, amount, name of the payee, and all material facts relative to its loss or destruction. Upon the filing of the affidavit the auditor shall issue and deliver to the payee a duplicate warrant bearing the same date as the original warrant for the full amount of the original warrant and the treasurer shall pay the duplicate in lieu of the original warrant. The reissued warrant shall bear the same date as the original warrant and must be presented for payment within the same time limit set forth for the original warrant.

If ownership of the warrant had passed from the original payee to another person (bank, store, etc.) by endorsement prior to the time it was lost or destroyed, the amount due may be recovered by the legal owner of the warrant in the manner set forth above. In this event the county auditor shall issue and deliver the duplicate warrant to the legal owner instead of the original payee.

A warrant shall be considered lost if it has been mailed and has not been received by the addressee within twenty days after the date of mailing.

A warrant shall be considered to have been destroyed if it has been canceled in error by the county auditor.

(W&IC 2140; Gov Code 29850, 29851, 29852, 29853)

A-1342 IDENTIFICATION ON WARRANTS

A-1342

The payee's surname shall appear on the warrant exactly as his name appears on the application (Form Ag 200), on the Summary of Letters of Guardianship (Form DPA 5). Exception: If the county's disbursement procedures make it difficult to use the full first name, the initial only may be shown on the warrant.

The state number assigned to the case may appear on the face of the warrant for further identification. It shall be used with the name in all correspondence, reports, records, and other data regarding the warrant.

Warrants drawn in payment of OAS shall not carry any reference to indigency or pauperism and shall not include any word or abbreviation indicative of aid, assistance, charity, needy, support, welfare, or words or abbreviations of similar connotation. The program title Old Age Security and the abbreviation OAS, shall not appear on the warrant nor shall the fund designation appear on the warrant if it includes such words as welfare, security, relief, indigent, etc.

(Section Continued on Next Page)

A-1336 TIME OF PAYMENT

A-1336

Payments of aid shall be made by county warrant monthly in advance.
(See Sec. A-1316, Retroactive Aid Payments)

Payment is effected by deposit of the warrant, properly stamped and addressed, in the United States mail, or by delivery to the recipient or payee by an authorized representative of the county. Enclosures with warrants so mailed or delivered are restricted to those matters relating to administration of the program to which the warrant refers. Any other material which a county may desire to enclose with a warrant requires prior SDSW approval.

Advance payment means delivery of the warrant on, or as near as possible to, but not before, the first day of the month. The warrant shall be deposited in the mail in sufficient time to insure delivery on the first postal delivery day of each month. (For exception see Sec. A-1306, Initial Payments, Subsection B).

All warrants shall be clearly marked to show the date of issuance. If the delivery date is other than the date of issuance shown on the warrant, the date of delivery shall be shown either on the warrant or on a separate record which shall be available for inspection by the SDSW.

If a recipient is eligible on the first day of the month, he is entitled to receive payment for the full month, even though his status changes at some time during the month. (See Sec. A-1346, Payment When Grantee or Payee Dies)

The state, federal, and county portions of the aid shall be paid at one time by a single warrant.
(W&IC 2140, 2160.6, 2182, 2182.1, 2183, 2183.9; FSSA)

A-1338 TIME LIMITATION ON WARRANTS

A-1338

Any warrant issued in payment of aid is void if not presented to the county treasurer for payment within six months after its date. Every aid warrant shall carry notice of this fact conspicuously on its face in order that persons holding such warrants will present them for payment within the time limit specified. The following wording is recommended: "This warrant is void if not presented to the county treasurer for payment within six months from date."

The warrant issue date shall not be counted in computing the last day of the six month period. If the last day falls on a Sunday or a legal holiday, the day following is considered to be the last day.

Any claim arising from a valid authorization to pay aid resulting in the issuance of an aid warrant becomes void on the same date as the warrant.

(W&IC 2140; Gov Code 29802, AGO 49/242)

A-1344 (Continued)

A-1344

Example of a form which may be used on the reverse side of the warrant to obtain proper endorsement:

Endorsement hereon acknowledges payment for month specified

This warrant must be endorsed on the line below by the person in whose favor it is drawn, and the name must be spelled exactly the same as it is on the face of this warrant. (Note: If endorsement is made by mark (X) see instructions below.)

(Sign on this line)

FORM FOR ENDORSEMENT BY MARK (X)

If endorsement is made by mark (X) it must be witnessed by one person who can write. Use form below:

(HIS) OR (HER)



MARK

(Payee's name must be written on this line exactly as it appears on face of warrant.) _____

Witness to mark:

Name _____

Address _____

Name _____

Address _____

A-1346 PAYMENT WHEN GRANTEE OR PAYEE DIES

A-1346

If an eligible grantee dies on or after the first day of the month, aid shall be paid for the full month even though the warrant had not been delivered before death occurred.

If the county has knowledge that the recipient died on or after the first day of the month and prior to the preparation of the warrant, the warrant shall be made payable to one of the following:

(Section Continued on Next Page)

A-1342 (Continued)

A-1342

For identification purposes within the county government OAS warrants may carry a code letter such as A, or a number provided such code is not generally understood by the public.

If case numbers are written on the warrant by typewriter or other mechanical process, such numbers may include the program suffix as Ag for OAS.

(W&IC 11B.2, 2009, 2140; FSSA)

A-1344 ENDORSEMENT OF WARRANTS

A-1344

Warrants issued in payment of aid shall be endorsed by the authorized payee in order to signify receipt of payment, except in the case of a deceased grantee or payee as provided in Sec. A-1346, Payment When Grantee or Payee Dies. Warrants issued in favor of the legally appointed guardian of a recipient shall be endorsed by the guardian.

A payee may endorse a warrant in a foreign language which differs in appearance from his name as it appears on the face of the warrant, e.g., in Chinese characters. Such endorsement is acceptable unless there is reason to doubt its authenticity.

When a payee is unable to write his name, he may endorse his warrant by means of a mark, e. g., an X or a thumb print. Such mark endorsement shall be accompanied by the name of the grantee and the signature and address of at least one witness in attendance at the time the mark endorsement is made.

When the recipient or the payee is handicapped to the extent that he is unable to sign his name or to make his mark, it is acceptable for a witness to touch the pen to the body of the recipient prior to making the mark for him. Thus, by making the ritual a physical act rather than actually having the recipient himself make the mark, the objective of maintaining the comfort and the dignity of the individual can be approached. In this instance, the mark itself is made by one of the two witnesses.

(W&IC 2140; FSSA)

(Section Continued on Next Page)

FEDERAL PARTICIPATION

A-1350 BASIS FOR FEDERAL PARTICIPATION AND ACTUAL FEDERAL SHARE

A-1350

In OAS the maximum basis for federal participation is \$55. The actual federal share is: $\frac{4}{5}$ of \$25, plus $\frac{1}{2}$ of the difference between the amount paid (not counting excess over \$55) and \$25. If the grant is less than \$25, $\frac{1}{2}$ of the difference between the grant and \$25 is deducted from $\frac{4}{5}$ of \$25. The maximum federal share is \$35.

The short formula for computing the federal share is: $\frac{1}{2}$ the amount paid (not counting excess over \$55) plus \$7.50.

Example 1: OAS grant \$65, federal basis \$55

Regular formula

$$\begin{aligned}\frac{4}{5} \times \$25 &= \$20.00 \\ \frac{1}{2} \times (\$55 - \$25) &= \$30/2 = \$15.00 \\ \text{Federal share} &= \$20 + \$15 = \$35.00\end{aligned}$$

Short formula

$$\text{Federal share} = (\frac{1}{2} \times \$55) + \$7.50 = \$27.50 + \$7.50 = \$35.00$$

Example 2: Grant \$17, federal basis \$17

Regular formula

$$\begin{aligned}\frac{4}{5} \times \$25 &= \$20.00 \\ \frac{1}{2} \times (\$17 - \$25) &= -\$8/2 = -\$4.00 \\ \text{Federal share} &= \$20.00 - \$4.00 = \$16.00\end{aligned}$$

Short formula

$$\text{Federal share} = (\frac{1}{2} \times \$17) + \$7.50 = \$8.50 + \$7.50 = \$16.00$$

Example 3: Grant \$4, federal basis \$4

Regular formula

$$\begin{aligned}\frac{4}{5} \times \$25 &= \$20.00 \\ \frac{1}{2} \times (\$4 - \$25) &= -\$21/2 = -\$10.50 \\ \text{Federal share} &= \$20 - \$10.50 = \$9.50\end{aligned}$$

Short formula

$$\text{Federal share} = (\frac{1}{2} \times \$4) + \$7.50 = \$2 + \$7.50 = \$9.50$$

(FSSA)

A-1346 (Continued)

A-1346

1. The decedent
2. The duly appointed and qualified executor or administrator of the recipient's estate
3. Whomever the California Probate Code designates as the proper party to receive monies belonging to the decedent's estate. If the decedent's estate falls within the categories outlined in Sec. 630 of the Probate Code, Summary Probate Proceedings, the warrant may be made payable to such successor when he furnishes the county auditor with an affidavit showing his right under Sec. 630 of the Probate Code to receive the money.

If the recipient dies before OAS, authorized prior to his death, is paid to him, such aid shall be made payable as outlined above. If aid is granted subsequent to the applicant's death or if aid is increased by county action subsequent to the recipient's death, such aid is not payable and the warrants, if drawn, shall be canceled except in cases of appeal, granted by the SSWB, when the appeal was filed before the applicant's or recipient's death.

A warrant made payable to the grantee but not endorsed by him may be endorsed only by one of the following:

1. The duly appointed and qualified executor or administrator of the recipient's estate.
2. Whomever the California Probate Code designates as the proper party to receive monies belonging to the decedent's estate.
 - a. When the decedent's estate falls within the categories outlined in Sec. 630 of the Probate Code, Summary Probate Proceedings, the warrant may be endorsed by such successor when he furnishes the county treasurer with an affidavit showing his right under Sec. 630 of the Probate Code to receive the money.
 - b. Endorsements on warrants made under Summary Probate Proceedings should refer to the supporting affidavit required of persons claiming estates under Sec. 630 of the Probate Code, Summary Probate Proceedings.

When the payee is other than the recipient of aid and the payee dies, the warrant shall not become part of the payee's estate. The original warrant, issued to the deceased payee, shall be canceled and a duplicate warrant shall be issued to the new payee or guardian.

(W&IC 2140)

A-1368 (Continued)

A-1368

2. A statement that the right to request repayment exists.
3. A statement that the repayment is due and payable immediately and that repayment or a satisfactory plan for repayment is required within 30 days. If the debtor is a recipient without resources other than the grant and the income to which he is currently entitled, a statement shall be made that he is not obligated to make repayment from such funds.
4. A statement that, upon request, a county representative will be available to advise him as to his rights and responsibilities with respect to the amount due.

(W&IC 2007, 2140)

A-1370 DETERMINATION OF DEBTOR'S ABILITY TO REPAY

A-1370

If the right to request repayment exists, and if the debtor does not reply to the demand for repayment within a reasonable time, a determination shall be made as to the debtor's ability to repay that portion of the debt which has not been adjusted within the current adjustment period. If the unadjusted amount is \$50 or more, an investigation shall be made and the following shall be recorded centrally or in the case record:

1. A statement of the sources and amounts of income.
2. A listing of real and personal property.
3. If the debtor is currently a recipient of aid, the real and personal property required to meet certain of his continuing needs as defined in Sec. A-1366, Source of Repayment.
4. A statement from the debtor as to his intent and pecuniary ability to repay.

Form A, Statement of Debtor's Resources is suggested for the recording of the investigation.

If the unadjusted amount is less than \$50, the investigation and recording are optional.

(W&IC 2007, 2140)

(Section Continued on Next Page)

A-1366 SOURCE OF REPAYMENT

A-1366

Repayments receivable (\$2 or more) shall be demanded from any and all resources (real and personal property) of the debtor, except that repayment shall not be requested from:

1. The current grant or income required to meet the current need.
2. Real and personal property required to meet continuing needs.
These are:
 - a. Real property: the home in which he lives or other property producing net income which is contributing substantially toward meeting current need. This, however, does not preclude a county from filing a lien against real property of the recipient or former recipient.
 - b. Personal property: household furniture, equipment and furnishings, personal effects, clothing, and an automobile, if such automobile has been determined to be necessary to his particular need.

Repayment may be demanded, within the provision of the probate code, from any and all real and personal property of the estate of a debtor, except that the rights of the county shall be subordinated to the rights of a surviving spouse who is a recipient of aid, if the surviving spouse executes an agreement not to transfer or encumber such property without the consent of the county.

(W&IC 2006, 2140)

A-1368 DEMAND FOR REPAYMENT

A-1368

If it is determined that the right to request repayment exists, a formal written demand shall be promptly served upon the debtor. This demand may be mailed to the debtor at his address of record or may be delivered in person. It shall include the following:

1. The reason for, and the amount of, the repayment due.

(Section Continued on Next Page)

A-1372 PLAN FOR COLLECTION OF REPAYMENTS

A-1372

- A. Procedures shall be established to safeguard the monies due the County, State, and Federal Governments as follows:
1. Establishment of adequate internal controls to prevent overpayments of aid.
 2. Immediate investigation of apparent overpayments to determine if the right to request repayment exists.
 3. Execution of a plan for collection prescribed by this section whenever the right to request repayment exists.
 4. Periodic follow-up of all unsecured debts with a planned series of collection letters or personal visits or both and reinvestigation of the debtor's financial status not less frequently than semi-annually. If circumstances justify, follow-up may well be made monthly.
- B. The following shall form part of a plan for collection effort in all counties, unless a different plan, designed to accomplish the same objectives, has been submitted to, and approved by, the SDSW.
1. If, within a reasonable time from service of a Demand for Repayment (see Sec. A-1368) the repayment has not been made or a satisfactory plan for repayment submitted, the debtor shall be requested to complete and sign a non-interest bearing Agreement to Reimburse Note (see suggested Forms B and C). This note may be payable in specific amounts on specific dates or it may be made payable "on demand." In lieu of a note, the debtor may be requested to execute a Confession of Judgment (see suggested Form D) with the understanding the judgment will be executed only in accordance with Sec. F-430 or if additional property becomes available.

If a debtor has a policy of life insurance subject to cash surrender value of \$50 or more and the repayment receivable is \$50 or more, he shall be requested to assign the insurance policy to the county with the understanding that the proceeds of the policy will be applied toward liquidation of the debt, and the remainder, if any, to be turned over to the beneficiary. All resources of the debtor shall be considered in determining whether any plan proposed by him is a satisfactory plan for repayment. For example, a debtor who has cash or other resources from which repayment can be made should not be permitted to repay in installments.

(Section Continued on Next Page)

A-1370 (Continued)

A-1370

SUGGESTED FORM A.

STATEMENT OF DEBTOR'S RESOURCES

State No: _____

Name _____

Address: _____

Currently receiving aid? _____

INCOME:

Monthly amount: \$ _____ Source: _____

Amount required to meet current need of debtor and spouse (and minor children in ANC): \$ _____

PROPERTY:

Real: Location _____

Assessed Value: \$ _____ Estimated real value: \$ _____

Encumbered _____ Amount of Encumbrance: \$ _____

Occupied by debtor? _____ If not occupied, how utilized? _____

Personal: Cash or bank balances: \$ _____ Securities: \$ _____
(Include postal savings) (Include trust deeds, war bonds)

Insurance, face value: \$ _____ Estimated cash surrender value: \$ _____

Furniture and equipment - estimated value: \$ _____

Automobile - estimated value: \$ _____ Determined necessary? _____

Other (describe and give estimated value) _____

Debtor's statement regarding willingness and pecuniary ability to make payment:

County Worker

A-1372 (Continued)

A-1372

- b. Where the liability is created by statute, the Statute of Limitations runs three years from the date of the overpayment.
- c. Where fraud is established on the part of the debtor, the statute runs three years from the date of the discovery of the fraud.
- d. For debts evidenced by a promissory note or a contract in writing, the statute runs four years from due date of such written instrument.
- e. On judgment liens, the statute runs five years from the date of entry of judgment or of renewal thereof.

A debt in groups a, b, or c can be extended four years by securing an Agreement to Reimburse Note (see d). Such debt can be further extended five years by securing a Confession of Judgment or judgment as a result of collection suit (see e). All debts (excepting probate actions) can generally be renewed repeatedly by appropriate legal means if action is taken prior to the running of the statute. (Reference Code of Civil Procedures Sections 336 to 345, Inclusive.)

If any debt appears to be in jeopardy because of the running of a statute of limitations, action shall be taken to prevent denial of

(Section Continued on Next Page)

A-1372 (Continued)

A-1372

2. If the debtor is unwilling to execute a note or Confession of Judgment, the county shall file a suit unless the investigation prescribed in Sec. A-1370 has determined that the debtor does not own property from which repayment can be made either presently or in the future. Suits for amounts from \$50 to and including \$100 shall be filed in the small claims court. If the amount due is less than \$50, the filing of a suit in small claims court is recommended, but not mandatory.
3. Whenever a judgment has been obtained, an abstract thereof shall be recorded immediately with the recorder of any county in which the debtor has, or is likely to acquire, an interest in real property.
4. Judgments, promissory notes, assignments of insurance policies, and liens shall be renewed as necessary to insure that they will not lapse because of the running of a Statute of Limitations. (See Item 8 of this section.)
5. If the debtor is a recipient of aid and has no resources available to satisfy the debt, and a lien has been recorded against his property, foreclosure shall not be initiated until after his death, at which time the county shall file a claim against his estate.
6. A periodic check of probate records shall be made. It is recommended that this check be made continuously, but in no event shall it be made less frequently than quarterly. Any probate involving the estate of a deceased debtor as defined in Sec. F-400 shall be checked to determine if a claim for repayments receivable can be filed against the estate.

Any probates of estates of deceased recipients of OAS which indicate that the decedent may have been possessed of property in excess of the amount authorized by law shall be investigated further to determine if action under W&IC 2223 is in order. (See Sec. A-1364)

Counties may include in their promissory notes a provision that the debtor waives the Statute of Limitations.

7. Other remedies contained in the California Code of Civil Procedures, except as prohibited by W&IC 2006, may be utilized by the county to enforce collection of amounts due from debtors. These remedies include garnishment, attachment, restraining orders, and proceedings supplemental to execution.
8. Unless extended, waived, or rendered inoperative by an action of the debtor, the Statutes of Limitations in California on repayment of aid are generally as follows:
 - a. For unsecured debts not arising from fraudulent action on the part of the debtor nor evidenced by a promissory note or a contract in writing, the statute runs two years from the date of the overpayment.

(Section Continued on Next Page)

A-1372 (Continued)

A-1372

SUGGESTED FORM B

AGREEMENT TO REIMBURSE NOTE
(Installments)

State No. _____

County No. _____

Name _____

_____, California

_____, 195_____

In installments and at the times hereinafter stated, I promise to pay to the order of the County of _____, the sum of _____ Dollars (\$ _____) at its office in _____, the sum of _____ Dollars (\$ _____) in _____ equal successive monthly installments of _____ Dollars (\$ _____) beginning _____, 195_____, and one final installment of _____ Dollars (\$ _____).

I agree that in case any one of said installments is not paid when due, the entire sum then remaining unpaid shall forthwith become due and payable at the option of the holder of this note, and notice of the exercise of such option is hereby expressly waived.

Installments are payable in lawful money of the United States of America.

In case suit is instituted to collect this note, or any part thereof, I promise to pay such additional sums as the Court may adjudge reasonable as attorney's fees in such suit.

Signature _____

Witness _____

Address _____

Address _____

(Section Continued on Next Page)

A-1372 (Continued)

A-1372

the county's right to enforce collection. Collection of debts in which the statute time limit has passed shall be pursued in the same manner as other debts and all efforts shall be made to renew the statutory period. A Statute of Limitations is applicable only if successfully invoked by a debtor or his authorized agent. Closing of collection effort shall only occur if and when recovery of the debt is legally impossible because of the debtor's successful invocation of the statute.

- C. Although the steps outlined in this section are in certain sequence the county need not follow such sequence. The county may take the more forceful steps suggested herein skipping certain intervening steps.

(W&IC 2007, 2140)

(Section Continued on Next Page)

(SUGGESTED FORM D)

IN THE _____ COURT OF THE STATE OF CALIFORNIA

IN AND FOR THE COUNTY OF

COUNTY OF _____)

Plaintiff)

vs)

Defendant)

NO. _____

CONFESSION OF JUDGMENT
(CCP 1132-1135)

I, _____, being duly sworn, declare
and depose as follows:

I hereby Confess Judgment in favor of the County of _____, the
plaintiff above named, for the sum of \$ _____ and authorize the entry
of judgment therefor against me.

This Confession of Judgment is for a debt justly due from me to
the said County of _____ and arises upon the following facts; to wit:

(enter here the facts out of which the debt arose)

Signature of Defendant

STATE OF CALIFORNIA)

COUNTY OF _____)

ss

_____, being duly sworn, says:

That he is the person who signed the above statement, and
that he is indebted to the said County of _____ in the sum of

lawful money of the United States, in said statement mentioned; that
there are no offsets to the same, and the facts stated in the above
confession and statement are true.

Signature of Defendant

Subscribed and sworn to before me

this _____ day of _____ 1953.

(Signature, title, and seal of
person authorized to administer
oath.)

A-1372 (Continued)

A-1372

SUGGESTED FORM C

AGREEMENT TO REIMBURSE NOTE

(Demand Note)

State No. _____

County No. _____

Name _____

_____, California

_____, 195_____

On Demand I promise to pay to the order of the County of _____
_____, at its office in _____ the
sum of _____ Dollars (\$ _____) in lawful
money of the United States of America.

In case suit is instituted to collect this note, or any part thereof,
I promise to pay such additional sums as the Court may adjudge reasonable as
attorney's fees in such suit.

Signature _____

Witness: _____ Address: _____

Address: _____

(Section Continued on Next Page)

FINDING OF EMERGENCY

The regulations listed below are urgency measures necessary for the immediate preservation of the public peace, health and safety or general welfare within the meaning of Section 11421 of the Government Code. Notice and public procedure thereon are impracticable, unnecessary, and contrary to the public interest. These regulations shall become effective October 1, 1953. The facts constituting the emergency are:

In August 1953, the State Social Welfare Board adopted revised sections of the Manual of Fiscal Policies and Procedures. Certain sections of the Old Age Security and Aid to the Blind Manuals of Policies and Procedures now contain regulations which are in conflict with Fiscal Manual sections becoming effective October 1, 1953. The sections govern such matters as the time and method of payment of assistance, the procedure governing payments if the grantee dies on or after the first day of the month and before preparation of the warrant, procedure governing repayments, and rulings governing federal participation in aid payments.

In order to eliminate conflict between the Aid Manuals and the Manual of Fiscal Policies and Procedures and to eliminate unnecessary confusion on the part of county welfare personnel concerned with the above mentioned matters it is necessary that Old Age Security and Aid to the Blind manual sections dealing with these subjects become effective on the same day that the Fiscal Manual sections become effective, namely, October 1, 1953.

The regulations to which this finding of emergency applies are as follows:

A-1336	B-654
A-1342	B-660
A-1346	B-676
A-1366	B-680
A-1372	B-678
	B-682
	B-688
	B-690
	B-692
	B-752

Adopted by State Social Welfare
Board, September 8, 1953

Certified as a Regulation (or
as Regulations) of the

Department of Social Welfare
(Name of State Agency)

Charles I. Schulz
(Signature)

Director
(Title)

8-31-53

(Date)

AREA OFFICES
LOS ANGELES OFFICE
MICHIGAN 8411
MIRROR BUILDING
145 SOUTH SPRING STREET
12

SACRAMENTO OFFICE
GILBERT 2-4711
P.O. BOX 816
4

SAN FRANCISCO OFFICE
EXBROOK 2-8751
PACIFIC BUILDING
821 MARKET STREET
3

Earl Warren
Governor

STATE HEADQUARTERS

SACRAMENTO
GILBERT 2-4711
616 K STREET
14

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND
DIRECTOR

August 31, 1953

Hon. Frank M. Jordan
Secretary of State
Room 117, State Capitol
Sacramento, California

ADDRESS REPLY TO:

616 K. Street
Sacramento 14

Dear Mr. Jordan:

Attached are three copies of regulations which will be issued by the State Department of Social Welfare with Aid to Needy Children Manual Letter No. 27.

These regulations were adopted by the State Social Welfare Board on August 21, 1953, pursuant to the powers conferred upon it by the Welfare and Institutions Code under Sections 103, 103.5, and 114(b), and are being filed in accordance with Sections 11380 and 11422(c) of the Government Code.

The regulations contained in the following sections are to be effective October 1, 1953:

C-025	C-310
C-035	C-400
C-273	

The regulations contained in the following sections are to be effective September 9, 1953:

C-005	C-125	C-170	C-356
C-010	C-130	C-200	C-364
C-015	C-135	C-208	C-503
C-020	C-145(Del.)	C-210	C-518
C-105	C-150	C-212	C-542
C-110	C-155	C-214	C-554
C-115	C-160	C-352	C-616

FILED
in the Office of the Secretary of State
of the State of California

AUG 31 1953

At 3 o'clock P.M.

FRANK M. JORDAN, Secretary of State

Three copies of the "Finding of Emergency" adopted by the State Social Welfare Board on August 21, 1953, with respect to the above regulations effective September 9, 1953, are attached.

Very sincerely yours,

Charles I. Schottland

Charles I. Schottland
Director

Attachments

A child shall be considered to be eligible for ANC if all of the following requirements are met:

1. Deprivation of Parental Support or Care. The child has been deprived of parental support or care by reason of the death, continued absence from the home, or physical or mental incapacity of a parent or the child has been relinquished for adoption to an adoption agency licensed by the SDSW, the relinquishment has been filed with the SDSW, and the agency has found the child unplaceable for adoption. (a)
2. Age. The child (unmarried) has not reached his 18th birthday, and if he is 16 or 17 years of age, he is regularly attending school, disabled, or employed and contributing to the family. The unborn child is eligible if pregnancy has been verified. (b)
3. Residence. The child has residence in California by virtue of his birth in California, by his physical presence in the state for one year preceding the date of application, through residence of his parent or parents in California for one year preceding the date of application, or through the residence in California for one year, preceding his birth, of a parent or other relative with whom he is living if he was born within one year preceding the date of application. (c)
4. Real Property. The child and his parents do not together own real property with assessed value, less all encumbrances of record, in excess of \$3,000, and real property owned is being utilized to provide for the needs of the child or his parent, or both. (See Sec. C-322, C) (d)
5. Personal Property. The whole orphan child does not, or the parents and one or more children in one family combined do not, own personal property valued in excess of \$600. (See Sec. C-327, A) (e)
6. Transfer of Property. The child or his parents have not made a voluntary transfer of property for the purpose of qualifying for assistance.
7. Need. The child does not have sufficient income to meet his needs in accordance with the ANC standard, including the contribution which the stepfather is bound to make in accordance with his ability. (f)
8. Reasonable Employment or Vocational Rehabilitative Training. The parent does not refuse to accept reasonable employment or vocational

~~(a) To incorporate existing policy.~~

~~(b) To conform to AB 1776 and to incorporate existing policy.~~

~~(c) To incorporate existing policy.~~

~~(d) To incorporate existing policy and suggestion of County Welfare Policy Committee at May meeting.~~

~~(e) To incorporate existing policy and suggestion of County Welfare Policy Committee at May meeting.~~

~~(f) To conform to AB 1773.~~

Aid to Needy Children is a public assistance program financed by county, state, and federal governments. The primary purpose of the program is to provide family security and financial assistance for needy children, including unborn children, who are deprived of parental support or care. The California Welfare and Institutions Code, in Sec. 1500, defines a needy child thus:

"As used in this Chapter, 'needy child' means a needy person under the age of 18 years who has been deprived of parental support or care by reason of the death, continued absence from the home, or physical or mental incapacity of a parent, or a needy person under the age of 18 years who has been relinquished for adoption to an organization licensed by the State Department of Social Welfare to find homes for children and place children in homes for adoption and who subsequently has been found by the organization to be unplaceable for adoption. No child deprived of parental support because of separation or desertion shall be considered a 'needy child' if the period of absence is less than three months. A child who is otherwise eligible and who is over 16 years of age shall not be granted assistance under this chapter unless:

1. He is regularly attending school, or
2. He is disabled, or
3. He is employed and contributing to the family."

(a)

Portions of this section not relevant to changes are omitted from the agenda.

The encouragement and inspiration of families to assist in their own maintenance and to attain eventual self-support means the extension of case work services to families in order to:

1. Encourage older children to become independent in whole or in part and to assist in family support.
2. Assist the family in restoring or improving the health or in obtaining necessary appliances for a handicapped parent so that he can resume support of the family in whole or in part.
3. Assist a parent in securing vocational rehabilitative training or other training necessary to develop, improve, or restore his earning capacity.
4. Assist the family in developing home employment.
5. Secure ^{support} from the absent parent.
6. Assist the mother in finding reasonable employment outside the home consistent with her ability to work and the best interests of the children.

(b)

Remaining portions of this section not relevant to changes are omitted from the agenda.

FILED

in the Office of the Secretary of State
of the State of California

AUG 31 1953

- (a) To conform to AB 1776
- (b) Deletion to conform to AB 1773

FRANK M. JORDAN, Secretary of State

Assistant Secretary of State

The ANC law contained in W&IC 1500 - 1580 and the rules and regulations of the SDSW specify the eligibility requirements for the ANC program. These specifications remove from individual discretion the right to deny assistance to any eligible person, because all persons meeting the eligibility requirements are equal before the law and have a right to receive assistance under a uniform application of the law.

Other established rights include:

1. A person acting on behalf of a child who believes the child meets the eligibility requirements has the right to make application for ANC.
2. A person who applies for assistance has the right to dignified and courteous treatment, and to believe that the information given by him in establishing eligibility will be kept in confidence.
3. An applicant has a right to full help from the county in establishing the child's eligibility for ANC.
4. A family or child on whose behalf assistance is granted has a right to receive the amount of aid for which they are eligible and to be paid in cash at the beginning of each month unless there is mismanagement of the assistance payments.
5. A family has a right to spend its ANC payment as it would money received from any other source and to be free to manage and direct its own affairs. All assistance paid shall be absolutely inalienable by any assignment, sale, attachment, execution, or otherwise.
6. A family has a right of appeal if it is not satisfied with the county's decision on, or lack of action regarding, the application or request for restoration, with the amount of the assistance payment, with the discontinuance of assistance, with the county's request for repayment of assistance, or with any other matter which concerns an application for, or receipt of, ANC. (a)
7. A person receiving ANC has a right to live wherever he chooses within the state, without forfeiture of assistance because of that choice.

Some of the responsibilities of applicants or relatives of a child on whose behalf application for ANC has been made or ANC is being paid include:

1. The applicant is responsible for providing all information in his possession necessary to establish eligibility.
2. A family has the responsibility for keeping the county informed of all changes in need, income, address, or other circumstances affecting eligibility or the amount of assistance. (a)

(a) Clarification

rehabilitative training, or does not refuse to register for employment with the State Department of Employment if he is available for employment and is physically able to work.

9. Cooperation with Law Enforcement Officers. The parent with, whom the child is living or who has custody or control of the child, does not refuse to give reasonable assistance to law enforcement officers in securing support from an absent parent.

10. Institutions. The child is not an inmate of a public institution or a public hospital, except for temporary medical or surgical care.

A complete statement of eligibility requirements is included in Chapter III.

(W&IC 1500, 1503, 1508, 1520, 1521, 1522, 1523, 1523.5, 1524, 1525, 1529, 1560)

- (a) To conform to AB 1778 and to existing policy.
(b) To incorporate existing policy.

(Rev.)

While financial assistance is the most common of all services in ANC, other services include the help an individual desires in establishing eligibility, in working out personal or family problems, and in utilizing community resources. An essential characteristic of these services is that the individual is free to accept or to disregard them, and that the county in offering them recognizes with him his freedom of choice to take them or leave them as he thinks best.

Services most essential to ANC families and which the county is responsible for rendering are:

1. Interpretation of the program to the applicant or relative and informing him of his rights and responsibilities under the program. This includes explanation of those services that are available in the county welfare department.
2. Help to the family in establishing eligibility.
3. Financial assistance, i.e., determining and meeting the economic needs of eligible children within the limitations of the law and rules and regulations.
4. Making available to homemakers who desire it, the information provided by the SDSW and other sources pertaining to balanced low cost menus and to economic buying of household necessities, clothing, and food.
5. Locating and making use of resources in the community or elsewhere. This means not only locating the resource and suggesting it but in many instances helping the family to understand the benefit or help it offers, and giving them practical direction in making use of it.
6. Counseling service which means, in general, helping families or foster parents to talk about their difficulties, to work out with them their own family plan, and perhaps suggesting to them alternative plans which they may choose. (Counseling is never the imposition of a plan upon a child or family.)
7. Case work services which will strengthen and prepare families for termination of ANC upon the achievement of a plan of self-support, the return of the absent parent to the home, the recovery of an incapacitated parent, or the receipt of adequate income, or the child's non-attendance at school and unemployment subsequent to his 16th birthday or the occurrence of his 18th birthday.
8. Case work services emphasizing management of the family budget within the ANC assistance payment, leading to self-sufficiency when income becomes adequate to meet the needs.

(a)

(a) To conform to AB 1776

3. A family has the responsibility for utilizing the benefits of ANC in a manner which will be conducive to the well-being of the child and to eventual self-support.
4. The parent has the responsibility to ^{seek and} accept reasonable employment or necessary vocational rehabilitative training, and to register for employment with the State Department of Employment if he is available for employment and is physically able to work. (a)
5. The parent who has custody and control of the child has the responsibility to give reasonable assistance to law enforcement officers in the enforcement of the absent parent's obligation for the care, support, and maintenance of the child.
6. A stepfather living in the home is bound to contribute to the support of his stepchildren according to his financial ability. His liability for such support shall not exceed the wife's community property interest in his income. (b)
7. A person who by false statement, representation, impersonation, or fraudulent device, obtains assistance for, or on behalf of, a child shall make restitution of the amount of assistance received for which the child was not eligible.
- (W&IC 19, 104, 118, 1505, 1506, 1508, 1523, 1523.5, 1550, 1550.6, 1552.6, 1560)
8. Case work services which will strengthen and prepare families for the achievement of ANC upon the achievement of a plan of self-support, the return of the absent parent to the home, the recovery of an income, or the receipt of adequate income, or the child's non-attendance at school and employment subsequent to his 18th birthday.
9. Case work services emphasizing management of the family budget within the ANC assistance payment, leading to self-sufficiency when income becomes adequate to meet the needs.

(a) To conform to AB 1778

(b) To conform to AB 1773

C-025 CONFIDENTIAL NATURE OF RECORDS

C-025

(Rev.)

Portions of this section not relevant to changes are omitted from the agenda.

The county welfare department may receive a subpoena or other order from a court requiring that ANC records be produced. Unless it is readily apparent that the court order was issued for a purpose directly connected with the administration of ANC, counties shall immediately notify the district attorney or county counsel, ^{in a civil case} with the request that this officer take appropriate action to safeguard the confidential nature of the ANC record.

(a)

(W&IC 115, 118, 1560)

~~(a) Deletes provision for action or representation by attorney general's office when county receives a subpoena or court order requiring ANC record be produced in court.~~

9. Case work services which will help parents and their children to attain for themselves the highest possible morale and security including the development and attainment of plans for eventual self-support. Such case work services will enable families to obtain for themselves the maximum benefit from community resources for their health, education, recreation, and general improvement of their circumstances.

(a) No public official, agent, or representative, in carrying out any duties pertaining to ANC, may take charge of any child over the objection of either of the parents of a child, or of the person standing in the place of a parent to such a child, except pursuant to a proper court order. (W&IC 1502, 1560)

(W&IC 112, 118, 1560)

(1) Deletions provision for action or representation by attorney general's office when county receives a subpoena or court order regarding ANC record be produced in court.

2. The county of current residence if, immediately prior to the date residence was changed, the county in which the child had residence was not responsible for financial participation in the ANC payment, i.e., the child did not have residence of one year or more in that county on the date residence was changed. (See Sec. C-413, Procedure for Inter-County Transfer Under W&IC 1512(c))

If the residence of a child receiving assistance, whose case is not subject to transfer under W&IC 1512(c), is changed to another county, regular transfer procedure shall be used, and the second county shall, if possible, take an application well before the date assistance is to be discontinued by the first county at the completion of the one-year period. However, if assistance is being paid on a non-county basis by the first county, application shall be taken by the second county as soon as administratively possible. (See Sec. C-412, Procedure for Inter-County Transfer Under W&IC 1527)

If assistance for the entire family group is discontinued by the first county, subsequent to the family's change of residence to the second county, and restoration of assistance is requested, a new application shall be taken by the second county.

Exception: If in any transfer case it is necessary to discontinue assistance to OASI payment within the current adjustment period due to an initial OASI payment, the first county shall restore assistance. The first county shall continue assistance until the date when the second county is due to assume responsibility in the same manner as though assistance had not been interrupted.

(a)

If an application for part of a family group is in process, or assistance is being paid for part of a family group, application or request for restoration of assistance for an additional child shall be made in the county processing the application or paying the assistance. If the second application made for purposes of inter-county transfer under W&IC 1512(c) is in process, the application or request for restoration of assistance shall be made in the county paying the assistance at the time.

If the residence of the child subject to regular transfer procedures is changed from a second to a third county before one year's residence is completed in the second county, the third county shall secure a signed application, if possible, prior to the completion of one year's absence from the first county. (W&IC 1512, 1550, 1560)

Application for a child shall be made either in the county in which the child is living or in which he has residence. The county in which application is made shall accept the application if either of these conditions is met and shall be responsible for determining eligibility and granting assistance.

Examples 1 through 4 of this section not relevant to changes are omitted from the agenda.

If the child does not have residence in the county in which application is made and assistance granted, procedures for inter-county transfer under W&IC 1512 (c) shall be used and a second application Form CA 200, Parts One and Two shall be taken and forwarded to the county of residence. (See Sec. C-413, Procedure for Inter-County Transfers Under W&IC 1512(c))

(a)

If county residence or non-county status has not been determined, assistance shall be granted on a regular basis, if the child is eligible, until such determination is made. If county residence is determined to be in another county, procedures for inter-county transfer under W&IC 1512(c) shall then be used. (See Sec. C-554, Payment of Assistance in Inter-County Transfers)

If the residence of a child is changed after application is filed or restoration of assistance is requested, but before the date of authorization the county in which assistance was requested shall be responsible for determining eligibility and granting assistance. The case shall then be transferred to the county of residence in accordance with procedures for inter-county transfer under W&IC 1512 (c). Except for restorations, a second application, Form CA 200, Parts One and Two shall be secured by the county of application at the time transfer is initiated and forwarded to the county of residence. (See Sec. C-413, Procedure for Inter-County Transfer Under W&IC 1512(c))

(b)

If the residence of a child whose application was filed in the county in which he was living but not in the county of residence is changed to another county after assistance is authorized but before inter-county transfer under W&IC 1512(c) has been completed, transfer procedure shall be initiated and the second application Form CA 200, Parts One and Two, shall be forwarded to either:

1. The county in which the child had residence immediately prior to the date residence was changed, if that county is responsible for financial participation in the ANC payment, i.e., the child had residence of one year or more in that county on the date residence was changed.

OR:

(a) Clarification.

(b) To conform to SB 807.

At the time of the application interview or request for assistance, the applicant makes known the child's need for assistance. This is an especially important interview because the impression received by the applicant is carried over to future county relationships. The applicant may not know the exact nature of kind of assistance he is requesting for the child or may have erroneous preconceptions of the ANC program. This interview provides an opportunity for the mutual discussion of the child's needs and the assistance programs for which he may be eligible.

An understanding of the conditions of eligibility and the information necessary to establish eligibility is essential to the applicant. In addition, an understanding of the agency's responsibilities and limitations in carrying out the provisions of the law will help forestall future misunderstandings and make the process of determination of eligibility easier. The county should include an explanation that exploration of the facts concerning eligibility is a joint responsibility of the applicant and the county. There should be a discussion of information the applicant has at hand and agreement reached as to what additional information must be secured and as to whether the county or applicant will secure this information. The county should be careful to avoid placing more responsibility for establishing eligibility upon the applicant than he is able to assume.

The county shall explain in the application interview the confidential nature of records and that statements made on the application, Form CA 200, Parts One and Two are subject to the penalties prescribed for perjury in the Penal Code of this State. (W&IC 118, 1550, 1560)

(a)

The Application, Form CA 200, Part One, shall be signed at the time the applicant first makes known the child's need. The applicant shall not be required to sign Part Two, until such time as he is prepared to answer the specific questions.

(a)

If assistance has been denied, or if it has been discontinued for a period of more than 12 months, a new application shall be completed except in any one of the following instances.

1. An application has been denied erroneously within 12 months (i.e., the county had information that the child was eligible but the application was denied because this information was misinterpreted or overlooked, or the application was denied before all reasonable sources of information as to eligibility had been exhausted).
2. Assistance is granted by the SSWB on appeal.
3. Assistance is requested for one or more children for whom assistance had previously been granted but whose assistance has been discontinued for more than one year while other children in the family have continued to receive assistance.

(b)

If ANC is requested for a child for whom no application has previously been made, or whose application has been denied, although other members of the family group are receiving ANC or the county is processing an application for them, a new application shall be taken for the additional child.

The application for a child whose assistance is being transferred in accordance with the transfer procedure under W&IC 1527 from one county to another shall, if possible, be signed in the second county prior to the date assistance begins, although assistance shall not be interrupted if such prior signature is not obtained.

The application Form CA 200, Parts One and Two for a child whose assistance is being transferred under W&IC 1512(c) shall be secured by the county of application and forwarded to the county of residence at the time transfer procedures are initiated.

(b)

Application prior to parole may be made on behalf of a child who is to be paroled from the California Youth Authority.

(W&IC 1512, 1550, 1560; AGO NS891)

(a) To conform to SB 805.
(b) Clarification.

County action shall be taken to grant or deny all applications or requests for restoration unless such a request for aid is withdrawn. The date of county action represents the date the investigation is completed.

(a)

If the application for request for restoration is granted, the amount of aid and the beginning date of payment shall be specified.

(b)

The application or request for restoration shall be denied if any one of the following conditions exist:

(a)

1. Ineligibility on any point is established.
2. Diligent investigation of all reasonable sources of evidence of eligibility fails to establish eligibility.
3. The applicant's whereabouts is unknown and he cannot be located.
4. The applicant has established residence in another state before the determination of eligibility is completed.
5. The applicant willfully refuses to complete the investigation.
6. The parent refuses to accept reasonable employment or vocational rehabilitative training.
7. The parent who is available for employment and is physically able to work refuses to register for employment with the State Department of Employment.
8. The parent refuses to give necessary information or refuses reasonable cooperation with law enforcement officers in securing support from an absent parent.
9. The applicant does not complete the application, Form CA 200, Part Two, after completing Part One.

(c)

(b)

If ineligibility occurs after the legal beginning date of aid but before action has been taken to grant aid, the application or request for restoration shall be denied.

If application or request for restoration was made for a family group in which some children were determined to be eligible and others were determined to be ineligible, aid may be granted for the eligible children and at the same time denied for the ineligible children.

(a)

If the eligibility or ineligibility status has not been determined for one or more of the family group, action may be withheld for such a child until a later date when the determination of eligibility has been completed. Action pertaining only to those children for whom eligibility or ineligibility has been established shall be taken. When eligibility or ineligibility of the remaining child named on the Application, Form CA 200, Part One or for whom restoration was requested is established, the appropriate action for this child shall be taken.

(b)

If aid is denied erroneously, the denial shall be formally rescinded. (See Sec. C-545, Corrective Payments)

If aid is granted on an appeal to the SDSW following a denial, the application or request for restoration shall be granted in accordance with the decision of the SSWB.

(a)

- (a) To conform to SB 807.
- (b) Clarification.
- (c) To conform to AB 1778.

III. AID TO NEEDY CHILDREN

The pertinent material in existing Section C-145 is incorporated in the proposed revision to Sec. C-155 which covers action on application and restorations. Section C-145 is therefore no longer necessary and deletion is recommended.

C-145 DETERMINATION OF ELIGIBILITY AND RECOMMENDATION TO
(Del.) BOARD OF SUPERVISORS

C-145

Revision is proposed to Sections C-150, C-155, C-160 and C-170 to conform to the provisions of SB 807 governing restoration of aid. All other sections affected by this law were acted upon by the Social Welfare Board in July, or are included in Agenda I for the August joint meeting.

C-150 WITHDRAWAL OF APPLICATION OR REQUEST FOR RESTORATION
(Rev.)

C-150

An applicant may withdraw his application or request for restoration at any time prior to county action. A request for withdrawal of an application or request for restoration shall be made upon the applicant's own initiative and in writing. Withdrawal may be made if the applicant believes the children for whom aid was requested are ineligible or for some other reason wishes the determination of eligibility discontinued.

The reason for withdrawal, if known, and the information secured during interviews shall be recorded in the county record in a manner which will be helpful in the event of a reapplication subsequent request for restoration, or a complaint.

Notice to Applicant Who Withdraws Application, Form DPA 8, shall be given or mailed to the applicant and a copy retained in the county record, except in counties in which action is taken to deny withdrawn applications or requests for restoration. If a withdrawn application or request for restoration is denied by county action, the applicant shall be notified of this action on Form CA 239, Aid to Needy Children, Notification of Action. Either a copy of the Form CA 239 or a notation of the date on which Form CA 239 was mailed to the applicant shall be retained in the county record.

(W&IC 1550.5, 1560)

Remaining portions of this section not relevant to changes are omitted from the agenda.

(a) Requirement incorporated in C-155 Section deleted.

(b) To conform to SB 807.

County action is not necessary on withdrawn applications or requests for restoration.

(a)

(W&IC 1550.5, 1560)

C-160 REPORTING COUNTY ACTION TO APPLICANT
(Rev.)

C-160

Immediately following county action the applicant shall be notified in writing of the disposition of his application or request for restoration.

(a)

Aid to Needy Children - Notification of Action, Form CA 239, includes the minimum requirements for notification to the applicant and shall be used by the county unless a substitute form which incorporates the information appearing on Form CA 239 is used, namely:

1. The nature of the action, i.e., granting or denial of aid on applications or request for restoration. If granted, the amount of aid shall be shown. If denied, the reason for such action shall be explained.
2. The date from which the action is effective.
3. The date the Form CA 239 is forwarded.
4. A suggestion that any question regarding the county's action be discussed with the county.
5. A statement regarding the right to inform the nearest office of the SDSW of any complaint regarding the county's action, or to appeal within 90 days for a hearing and a decision by SSWB. Such statement shall be in conformity with that set forth on the reverse of the printed CA 239.

(b)

(b)

If the probation officer or person other than a relative is the applicant and a relative is the payee, Form CA 239 should be sent to the relative. Since care given to children in institutions or boarding homes may be on a contractual basis, it is not necessary to send Form CA 239 to institutions or boarding homes in every case. However, inasmuch as any person caring for, or responsible for care of, a child may file an appeal with the SDSW, the county should make known to the probation officer and to the institution or boarding home caring for the children the fact that an appeal may be filed.

If a withdrawn application or request for restoration is denied by the county, the applicant shall be notified of this action on Aid to Needy Children - Notification of Action, Form CA 239.

(b)

(W&IC 1550.5, 1560)

(a) To conform to SB 807.

(b) Clarification.

IMPORTANT NOTICE

Your County Welfare Department wants you to receive Aid to Needy Children payments for eligible children promptly and in the right amount.

The County Welfare Department should be notified immediately if the children move to another address. Otherwise, the next Aid to Needy Children check may be late if it is mailed to the wrong address.

Any change in the family's or children's circumstances should be reported promptly. If changes are not reported promptly you may not receive the full amount of aid to which the children are entitled or you may receive aid to which the children are not entitled. If you receive aid to which the children are not entitled, we must demand that you make repayment to us.

The following are the kinds of changes you must report:

Real property is bought or sold by the parents or children.

Personal property is acquired or sold by the parents or children.

Any of the children marry or either parent of the children remarries.

Changes of address for the parent not living in the home or information regarding the whereabouts of the absent parent.

An absent parent returns to the home or an incapacitated parent recovers sufficiently that he is able to work.

Children 16 or 17 years of age stop attending school or if they are employed become unemployed.

The parents or children begin to receive income from earnings, contributions from persons, unemployment or disability benefits, veterans' benefits, Old Age and Survivors Insurance, rent, or income from any other source.

Income changes even if you have already notified us that the children or their parents are receiving income from some source, you must let us know if that income increases, decreases, or stops.

Needs change. You should notify us if you have increased or special needs such as increased housing expenses, increased expense for utilities, expense for employment, need for medical care, need for replacement of household equipment, etc. The circumstances may be such that we can make no change in your Aid to Needy Children payment. However, if an increase in your payment is possible, there is no way we can increase your payment unless you report your needs to us promptly.

You must notify us if your expenses decrease or if you no longer have an expense which you previously reported. For instance, if your rent decreases or payment for a special need is completed.

When there is any change in the circumstances of the family or children notify us immediately by letter, by calling at our office, or by telephone. Our address is given on the front of this sheet. Do not delay until someone from our department calls on you.

County Welfare Department

If you have any questions or you desire further information regarding your application or the amount of aid paid to you:

You may get in touch with your social worker who will be glad to discuss your problem with you. All facts and any further information you wish to present will be given careful consideration. If an adjustment is in order, it will be made.

State of California

Department of Social Welfare

AID TO NEEDY CHILDREN - NOTIFICATION OF ACTION

IMPORTANT NOTICE

County _____

To: _____

Date _____

Children's Surname _____

State No. _____ County No. _____

District _____

The following action has been taken on your request for Aid to Needy Children. (See boxes checked below; disregard unchecked boxes.)

☐ Your application or request for restoration was granted effective _____ in the amount of \$ _____ for _____.

Names of Children _____

☐ Your application or request for restoration was denied for _____

Names of Children _____

Reason for Action: _____

On the basis of the children's present circumstances, the amount of the Aid to Needy Children payment received by you was changed as stated below: (See boxes checked below; disregard unchecked boxes.)

☐ Aid was increased to \$ _____ effective _____ for _____.

Names of Children _____

☐ Aid was decreased to \$ _____ effective _____ for _____.

Names of Children _____

☐ Aid was discontinued effective _____ for _____.

Names of Children _____

Reason for Action: _____

If you desire further information regarding the action which has been taken, you should discuss any questions which you have with the county welfare department located at _____

By _____

READ THE IMPORTANT NOTICE PRINTED ON THE BACK OF THIS SHEET

You may inform the nearest office of the State Department of Social Welfare of your complaint by calling in person, or writing to that office. The Department will then notify the county welfare department. Upon receipt of this notification, the county welfare department will review the facts in your case. If they determine that you are entitled to an adjustment, it may be possible to settle your complaint without further action on your part.

You may appeal for a hearing and a decision by the Social Welfare Board. Your appeal must be in writing. A letter is sufficient but you must state that you want a hearing and tell why you are dissatisfied. If you wish to appeal send your letter requesting a hearing to the nearest office of the State Department of Social Welfare. Appeals must be filed within 90 days of the action with which you are dissatisfied.

Offices of the State Department of Social Welfare are located at:

Mirror Building, 145 South Spring Street, Los Angeles 12, California
1530 Capitol Avenue, Sacramento 14, California
Pacific Building, 821 Market Street, San Francisco 3, California

W&IC Sec. 1508 as amended by AB 1773 provides as follows:

1508. "Where a needy child as defined in this chapter lives with his mother and stepfather, the amount of the grant made pursuant to Section 1511 of this code shall be computed after consideration is given to the income of the stepfather. The county granting aid shall determine if the stepfather is able to support the child either wholly or in part. Said determination shall be based upon a standard which takes into account the stepfather's income and expenses under regulations set forth by the Department of Social Welfare.

"Notwithstanding the provisions of Section 209 of the Civil Code a stepfather is bound to support, if able to do so, his wife's children if without support from such stepfather they would be needy children eligible for aid under this chapter. However, such liability for support shall not exceed the wife's community property interest in his income.

"A natural father is not relieved of any legal obligation to support his children by the liability for their support imposed upon their stepfather by this section."

* * *

After discussing the provisions of the stepfather bill (AB 1773) at the July State-County meeting, the State Social Welfare Board the following day directed the department to employ a formula for determining the stepfather's ability to support his stepchildren. Revision is proposed to appropriate manual sections to reflect this idea.

These sections are C-356, D, which sets forth the responsibility of the stepfather under the new law, and C-364, B, which sets forth the manner of determining net income from his earnings and other income.

Sections C-356, D, and C-364, B, treat the stepfather's income for purposes of determining his ability to support his stepchildren as the total of his and the mother's gross earnings, his separate income, and other net community income.

Since there will be instances when the stepfather does not earn enough to cover his allowable expenses or is unemployed and without any income, there will be mothers in varying degrees of need. Thus, we are required to establish a standard to measure whether a mother's need is sufficient to have her included in the family budget unit. In order to accomplish this end, we have proposed revision to Section C-364, B, and simplified the process to:

(1) Determining the amount by which the stepfather's income is less than his allowable expenses, and

(2) Including the mother in the ANC budget, and

(3) Determining whether the amount in (1) is greater than her budgeted needs. If that amount is greater than her needs there is no net income to the family budget unit. However, if that amount is less than her needs the difference is net income to the family budget unit.

Sufficient ~~card~~ controls and files shall be maintained in the county to insure that (1) identification and clearance can readily be made to expedite the processing of applications and requests for restoration and to eliminate duplication, and that (2) action is taken when due.

(a)

The county shall maintain a permanent ~~card~~ file of all persons who have made a request for aid, as defined in Sec. C-105. These ~~cards~~ shall be ~~filed~~ so as to be readily available for review and shall include the following information:

1. Name and address of the applicant
2. Name of child or children
3. Number in the family
4. Date of the request
5. Nature of the request
6. Disposition of the request
7. If no application is signed, the reason the applicant did not continue with the application

If a request for aid is made but the application is not signed, the information secured during the interview should be recorded in a manner which would be helpful in the event of a later application or a complaint.

If a request for aid becomes an application, a control shall be set up for the "pending applications" control file after the date the application is signed and the state number shall be entered. Likewise a control shall be set up for pending "requests for restoration." The following information shall be entered on the control.

(a)

1. The date evidence necessary to the establishment of eligibility was secured, i.e., the date the authorization document was signed by the social worker, or by the social work supervisor, if the latter is required by the county.
2. The date aid is authorized or denied by county action.

(b)

(b)

The county shall also provide for suitable controls to insure that warrants are delivered promptly after aid is authorized in accordance with Sec. C-201, Prompt Determination of Eligibility.

Such other ~~card~~ files and controls as may be necessary shall be maintained in connection with:

1. Pending applications and ^{or requests for} restorations
2. Cases in which an application has been signed but has been withdrawn or denied.
3. Active cases currently receiving aid
4. Due dates of redeterminations of eligibility
5. Transfers of cases to another county or from another county
6. Completion of required period of county residence on non-county cases
7. Other anticipated action, such as discontinuance at the age of 18 years, determination of school status, employment, etc.
8. All requests for aid even though an application is not signed.

(b)

(b)

(b)

(W&IC 1550.5, 1560)

(a) To conform to SB 807.

(b) Clarification.

Remaining portions of this section
not relevant to changes are omitted
from the agenda.

D. RESPONSIBILITY OF STEPFATHERS

Where a needy child lives with his mother and stepfather, the stepfather is bound to support if he is able to do so, his wife's children if without support from such stepfather they would be needy children eligible for ANC. However, the stepfather's liability shall not exceed his wife's community property interest in his income, i.e., one-half of the total gross ~~community income~~, earnings and other net community income.

The stepfather is required to report the amount and source of ^{all} his ~~separate and community~~ income in order that the county may determine both his maximum financial liability to support his stepchildren and his ability to provide such support. For definitions of separate and community income, see Sec. C-352.

The county shall interview the stepfather and interpret to him his responsibility for the support of his stepchildren, the bases for the computations (total income, net income to the ANC children, etc.), and the needs, if any, that will be met under the ANC program. For determining net income from the stepfather in the home, see Sec. C-364, B. (a)

Where a needy child lives apart from his mother and stepfather, the stepfather is not bound to support the child.

A natural father is not relieved of any legal obligation to support his children by the liability for their support imposed upon their stepfather.

With reference to a stepmother in the home, see Sec. C-225.

(a) To conform to AB 1773.

For example, if a stepfather's income is \$250 and his allowable expenses are \$290, the mother would be included in the budget since his income is not sufficient to meet his allowable expenses. If her needs computed on an ANC budget and on a pro-rata basis are computed to be \$35, there would be no net income to the family budget unit since her needs are less than the difference between the stepfather's income and his allowable expenses. However, if her needs in the ANC budget amount to \$45, there would be a net income of \$5 to the family budget unit since her needs are \$5 in excess of the difference between the stepfather's income and his expenses.

The stepfather is required to report the amount and source of his separate and community income in order that the county may determine both his maximum financial liability to support his stepchildren and his ability to provide such support. For definitions of separate and community income, see Sec. C-352.

The county shall interview the stepfather and interview to him his responsibility for the support of his stepchildren, the basis for the computation (total income, net income to the ANC children, etc.), and the needs, if any, that will be met under the ANC program. For determining net income from the stepfather in the home, see Sec. C-354, B.

Where a needy child lives apart from his mother and stepfather, the stepfather is not bound to support the child.

A natural father is not relieved of any legal obligation to support his children by the liability for their support imposed upon their stepfather.

With reference to a stepmother in the home, see Sec. C-355.

4. Help the parents adjust to changes in their environment.
5. Help the remaining or well parent adjust to his or her added responsibility.

The concise and summary results of this discussion shall be recorded in the narrative.

The determination of eligibility is a continuing responsibility. A child once found eligible may become ineligible due to unforeseen circumstances. A redetermination of eligibility shall be made whenever information indicates a possible change in circumstances or in need. There shall be a redetermination of eligibility at intervals not exceeding twelve months. Redetermination is necessary before assistance is restored for one child or for the entire family. Whenever a home visit is made or interview is held for a specific purpose, any possible changes affecting eligibility should always be covered.

The narrative shall contain the basis for the determination of continuing eligibility. In addition, the record shall contain a signed Form CA 200, Part Two, Application for Aid to Needy Children, completed by the applicant, parent, or person in loco parentis at least once in every twelve months and as frequently within this period as the county deems necessary. (a)

The plans for the family shall be reviewed as often as indicated. The narrative shall show concisely the progress made, the next steps to be taken, and any changes in the plans. The narrative shall also show what help the agency has provided in carrying out the plans.

The county shall inform the parent or payee of his continuing responsibility to keep the county promptly informed of any changes in the child's circumstances or change in need or financial condition, including any change in income or in real or personal property holdings.

The county shall inform the applicant of his right to appeal to the SDSW from any decision or action concerning the eligibility of the child, or any lack of action pertaining thereto.

(W&IC 1550)

(a) To conform to AB 511.

Effective administration of the ANC program depends upon a thorough and accurate determination of eligibility followed by periodic redetermination of continuing eligibility. Determination of eligibility is the process of gathering evidence of the circumstances of the child for whom application is made as related to the conditions of eligibility established for the program, the evaluation of the adequacy and competency of the evidence, and the arrival at a decision as to eligibility, continued eligibility, or ineligibility. It includes the accumulation and recording of evidence to substantiate the applicant's statements relating to eligibility. On the basis of the evidence assembled by the applicant and the county, the county shall make the determination or decision as to eligibility or ineligibility. (a)

The county shall explain to the applicant, what evidence is required for a determination of eligibility. The applicant has the primary responsibility for presenting evidence to enable the county to determine whether the child is eligible. However, the county is responsible for offering and rendering service to the applicant in securing the required evidence, and the applicant shall not be required to establish the child's eligibility, to enable him to secure the evidence himself or to secure the evidence for him. (a)

All reasonable sources of evidence shall be diligently examined, and all doubtful or conflicting evidence carefully evaluated, before assistance is denied or discontinued. If ineligibility has been clearly establish for one factor of eligibility by diligent examination of all reasonable sources of evidence and careful evaluation of doubtful or conflicting evidence, assistance shall be denied and determination of eligibility for other factors is unnecessary. (a)

Since it is the county's responsibility to make an accurate determination of eligibility to assure that a child's needs are met and public funds are properly spent, the basis for the determination, that is, all evidence on which the determination is based, shall be fully recorded in the narrative or available copies of written evidence shall be filed in the record. This includes recording of the applicant's detailed statements regarding the eligibility factors, as well as additional evidence if required. It also includes the evaluation of all statements or the other evidence and the reason further evidence is considered to be necessary (i.e., to clear up missing or conflicting data). (a)

During the process of gathering evidence of the circumstances of the child, the county shall discuss with the family, immediate and long-term plans. This discussion shall include plans which will:

1. Enable the family to live as independently as possible by helping it develop resources to meet its financial needs so that public assistance will be required a minimum length of time.
2. Help the parents solve their own problems so that they are able to give the children proper care and attention.
3. Assist the family in using community resources.

(a) Clarification.

This county may set the due date for completion of the redetermination of eligibility required at least annually according to any plan which guarantees that the redetermination will be made within this time limit. This date may be set on the basis of the beginning date of assistance, the date of the last redetermination, or any other date provided such date does not extend beyond twelve months from the month in which assistance began or from the month in which the last redetermination was completed (i.e., the date the last CA 200, Part Two, was signed by the applicant).

After twelve months have elapsed since a determination or redetermination of eligibility, eligibility is considered to be no longer established and any payments of assistance for which the child is later determined to have been ineligible are subject to disallowance. (a)

Preliminary to restoration of assistance for a child, or for a family, a redetermination of eligibility shall be made on all points subject to change. If such restoration follows a discontinuance for the entire family which extends beyond the due date for redetermination of eligibility, a complete redetermination of all points of eligibility shall be made and a Form CA 200, Part Two, shall be obtained.

(W&IC 1550.6, 1560)

(a) To conform to AB 511.

(a) To conform to AB 511
(b) Requirement eliminated by AB 511

A home visit shall be made during the determination of eligibility following receipt of the application, if possible. If a home visit cannot be made, an interview shall be held elsewhere with the applicant and the child's living arrangements as reported by him shall be recorded. The case narrative shall set forth conditions which made a home visit impossible, such as inaccessibility of the home because of weather, shortage of staff, etc. If the assistance is being transferred from General Relief to ANC and a home call within three months of the date of application has been recorded in the record to be incorporated with the ANC record, another home visit during the determination of eligibility is not required.

(a) If a home visit is made, the family's living arrangements and standards should be ascertained by observing the physical aspects of the home, housekeeping, household management, and the family's cultural or recreational interests and activities.

A home visit shall be made at least once annually. The applicant shall be interviewed as often as may be necessary or desirable, and always in connection with completion of Form CA 200, Part Two, or a redetermination of eligibility. Such interviews may be conducted in the home or elsewhere.

(b)

(W&IC 1560)

- (a) To conform to AB 511
- (b) Requirement eliminated by AB 511

C-214 INSTRUCTIONS FOR USE OF FORM CA 200, APPLICATION FOR AID TO NEEDY C-214
(Rev.) CHILDREN, PART TWO, IN REDETERMINATION OF ELIGIBILITY

Form CA 200, Application for Aid to Needy Children, Part Two, is the statement by the parent or person in loco parentis of the facts pertaining to eligibility, which the county will use in making a redetermination of eligibility.

The county shall have this form completed at least once in every twelve months and as frequently within this period as is deemed necessary.

The county is responsible for informing the person who signs the form that it is signed under oath and subject to the penalties of perjury as provided in the Penal Code, and for explaining the entries to be made and their effect on continuing eligibility. The original of the form shall be filed in the case record and one copy *may* be given to the person who signs it.

Detailed instructions for completion of the Form CA 200, Application for Aid to Needy Children, Part Two, are included in Section C-140 C.

(W&IC 1550.6, 1560)

(a) To conform to AB 511 (Form CA 206 now obsolete is being deleted).

If a redetermination of eligibility is necessary or is required during temporary absence from the county or the state, welfare agencies in the localities in which the child and parent are living shall be requested to assist in completing the investigation. A Form CA 200, Part Two, shall be sent to the agency with the request that the agency interview the parent and have the Form CA 200, Part Two, completed and return it together with a report of the parent's statement of his plan regarding residence, his living arrangement, the source and amount of his income, and other pertinent information.

(a)

Sufficient information about the parent and child and the nature of the information desired regarding them should be given in the letter of inquiry, so that the agency may proceed intelligently in collecting and transmitting the necessary information.

If the completed Form CA 200, Part Two, and the report is not returned by the agency within a reasonable time after follow-up is made, direct request should be made to the parent to complete the Form CA 200, Part Two, and to forward it together with his statement of his intent with respect to residence and his living arrangements.

(b)

(W&IC 1550.6, 1560)

- (a) ~~To conform to AB 511~~
- (b) ~~Clarification~~

The explanation on Page 5 for A-710 is applicable to the following section

C-310 ASSESSED VALUE OF REAL PROPERTY
(Rev.)

UNION OF STATES TO WHITING C-310

(Rev.)

The true assessed value of real property shall be the current county assessed value, including exemptions allowed for tax purposes, as entered on the records of the assessor of the county in which the property is located. If the place of abode is not assessed and it is impossible to obtain an assessment, one-half of the current market value shall be used. (a)

The actual value of real property or its salability is not a factor in determining assessed valuation for eligibility purposes.

Property owned in other states or countries shall be included in the assessed value of real property. The local assessed value where the property is located shall be considered. The local assessed valuation of real property located outside the U. S. shall be considered on the basis of the rate of exchange in American dollars, e.g., if the Mexican Consul advised that property in Mexico was assessed at 1,000 pesos and the rate of exchange was 5 pesos to 1 dollar, the assessed value of the property would be \$200. (W&IC 1560)

(a)

A person living on land owned by United States Agencies from the state, its political subdivisions or individuals, or on land owned by the United States within the boundaries of California may acquire state and county residence by union of act and intent. Such lands include Indian Reservations, Housing Projects constructed by the Federal Works Agency and the U.S. Housing Authority, Military Reservations, Federal Prison lands such as Alcatraz, etc. (AGO 32/183, Atapajoin et al vs McManis A.C.A. 900).

Remaining portions of this section not relevant to changes are omitted from this agenda.

(a) Change in policy - conformity with AGO 32/183 and appeal decision

C-273 DEFINITION OF STATE RESIDENCE
(Rev.)

C-273
(Rev.)

Portions of this section not relevant to changes are omitted from the agenda.

(a) If the residence of the child depends upon the residence of his parents, determination of residence shall be made in the light of the following definitions:

1. Residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose and to which one returns in seasons of repose.
2. There can be only one residence.
3. A residence cannot be lost until another is gained.
4. Residence can be changed only by union of act and intent. Before residence is gained, it is necessary that there be physical presence and intent to establish residence in a certain place. The factor of intent involves, as a prerequisite, ability to make a choice. Therefore, a person entering the state under arrest, such as a federal prisoner destined for Alcatraz or for a county jail functioning as a federal prison, a person extradited from another state in which he had established residence, an escaped prisoner, a paroled prisoner, and any other person of similar status could not establish residence here since such person does not have the ability to make a choice. However, if a parent who was living in California with the intent to establish residence here is confined in a prison or committed to a public hospital in California, time spent in, or on parole from, such public institution is considered in establishing state residence.

A person living on land leased by United States Agencies from the state, its political subdivisions or individuals, or on land owned by the United States within the boundaries of California may acquire state and county residence by union of act and intent. Such lands include Indian Reservations, Housing Projects constructed by the Federal Works Agency and the U.S. Housing Authority, Military Reservations, Federal Prison Lands such as Alcatraz, etc. (AGO 52/183, Arapajolu et al vs McMenamin A.C.A.900).

(a)

Remaining portions of this section not relevant to changes are omitted from the agenda.

(a) Change in policy -- conformity with AGO 52/183 and appellate court decision.

For purposes of ANC, income shall be considered in determining need if it meets the following criteria:

1. Available--actually usable and not potential
2. Predictable--received with sufficient regularity to be counted on to meet essentials of living
3. Net--remainder after deducting expenses incidental to the receipt of the income
4. Current--received in the month of county action with respect to assistance for that month.

Income may be in cash or in kind. Income in kind is usually in the form of food, shelter, fuel, or clothing and may come from relatives or friends as a contribution, may be in payment for work, or may be produced by the family.

Separate income is that received from real or personal property representing the separate property of the owner. It also includes income resulting from employment or military service rendered prior to the present marriage such as civil or military pensions.

For purposes of determining the stepfather's financial liability and his financial ability to support his stepchildren under the provisions of Secs. C-356, D and C-364, B, the earnings of his wife shall be considered her separate income and not community income.

Community income is that received from the labor or employment of husband or wife during the marriage or income received from community property. It also includes income resulting from employment or military service rendered during the marriage. If the marriage occurred during the period the service was rendered, the income shall be considered community income.

Remaining portions of this section not relevant to changes are omitted from the agenda.

C-400 REQUIREMENTS FOR COUNTY PARTICIPATION IN ASSISTANCE PAYMENTS C-400
(Rev.)

Portions of this section not relevant to changes are omitted from the agenda.

If the person whose residence determines the child's residence is absent from the county of residence for specific purposes or for temporary periods only, with the intent to return to the county, the period of residence is not interrupted and such periods are included when computing the length of county residence. Temporary absence includes absence for such purposes as:

1. Visiting or seeking employment.
2. Employment which entails travel, such as that of salesman, merchant seamen, migratory workers, and entertainers.
3. State or U. S. business or employment, including military service.
4. Attending an institution of learning. (If the person remains in another county during long vacation periods, his intent as to residence shall be determined.)
5. Confinement in a prison or commitment to a public hospital, including parole. The mother of a child receiving ANC is deemed to be living separate and apart during the time the father is confined in a state or federal hospital or prison and she may change the child's residence if the child is in her care or custody. If the father is paroled, the mother's residence follows that of the father unless, upon his parole, she lives separate and apart from him.
6. Living in a private institution. However, such a person may by act and intent, make the county in which the institution is located his county of residence.

(a)

The person whose residence governs the residence of a child has freedom of movement and choice of county residence. He should be instructed to notify the county of changes in residence in order to avoid interruption in assistance payments. If he goes to another county he shall be required to inform the county of residence within a two-months period his intent as to residence. Thereafter, he shall be required to inform the county of any change in intent with regard to his residence. If the child is also absent from the county the parent or person responsible for the child shall be required to report the living arrangements, any change in income, and the expenses in the current living plan. (See Sec. C-212, Redetermination of Eligibility During Temporary Absence from the County)

(b)

If the child's residence is governed by his physical presence, the person caring for the child shall be required to keep the county informed of the child's whereabouts and living arrangements. (W&IC 1511, 1512, 1526, 1527)

~~(a) Deletion due to change in policy. Revised policy included in Sec. C-273~~
~~(b) To conform to policy in C-285~~

For purposes of ANC, income shall be considered in determining need if it meets the following criteria:

1. Available--actually usable and not potential
2. Predictable--received with sufficient regularity to be counted on to meet essentials of living
3. Net--remainder after deducting expenses incidental to the receipt of the income
4. Current--received in the month of county action with respect to assistance for that month.

Income may be in cash or in kind. Income in kind is usually in the form of food, shelter, fuel, or clothing and may come from relatives or friends as a contribution, may be in payment for work, or may be produced by the family.

Separate income is that received from real or personal property representing the separate property of the owner. It also includes income resulting from employment or military service rendered prior to the present marriage such as civil or military pensions.

Community income is that received from the labor or employment of husband or wife during the marriage or income received from community property. It also includes income resulting from employment or military service rendered during the marriage. If the marriage occurred during the period the service was rendered, the income shall be considered community income.

(a)

Remaining portions of this section not relevant to changes are omitted from the agenda.

Remaining portions of this section not relevant
to changes are omitted from the agenda

B. STEPFATHER

The net income from the stepfather in the home shall be determined by subtracting from the stepfather's total income (i.e., his gross earnings plus his net separate income and other net community income as defined in Sec. C-352) his allowable expenses as defined below. The remainder, not to exceed the stepfather's maximum liability (see Sec. C-356, D), shall represent net income to the ANC children.

The stepfather's allowable expenses under the SDSW standard for stepfather cases are as follows:

For stepfather and mother \$210 per month

For each child or dependent of the stepfather in or out of the home \$ 40 per month

Note: The standard is the maximum allowance which may be made for the stepfather and no additional expenses may be considered. Since the standard does not include the ANC child's prorata of needs shared by the household (i. e., housing, utilities, etc.), these needs must be included in the ANC budget.

No amount in excess of the net income as determined above shall be considered income to the ANC children unless the stepfather voluntarily offers to contribute more toward the support of his stepchildren.

The county shall record in the case record how the amount of net income was determined.

The mother's net separate income including net income from her earnings (Sec. C-352) shall be considered income to the family budget unit.

The mother shall be determined to be needy if the stepfather's income is less than his allowable expenses.

If it is determined that the mother is needy, the following shall be observed:

1. The mother shall be included in the family budget unit.
2. If the stepfather ~~is not employed~~ ^{has no income}, the net earnings of the mother shall be divided equally among her children including her children by the stepfather and only that portion going to the children in the ANC family budget unit shall be treated as net income to the family budget unit.

3. Any amount by which the mother's needs (reflected on the ANC Budget Worksheet) exceed the difference between the stepfather's total income and his allowable expenses, shall be treated as net income from the stepfather and designated as such on the ANC Budget Worksheet.

Example: If the stepfather's income is \$40 or less than his allowable expenses, and the mother's needs as reflected on the ANC Budget Worksheet are \$45, the difference of \$5.00 shall be shown on the worksheet as income from the stepfather.

The beginning date of assistance on applications and restorations (except automatic restorations, see Sec. C-542, Restoration of Assistance) is determined as follows:

1. Assistance shall begin on the date the application is signed or request for restoration is made if county action granting assistance is taken in the same month.
2. Assistance shall begin on the first day of the month in which the application or restoration is granted if the application was signed or restoration was requested in a previous month, and the county grants assistance within 60 days.
3. If the application or request for restoration is granted on the sixty-first or some subsequent day after the application or request for restoration, assistance shall begin on the first of the month in which the county grants assistance, or from the first of the month following the expiration of the 60-day period, whichever is earlier.
4. If an application or request for restoration was improperly denied and such erroneous action is corrected, assistance shall begin on the date assistance would have begun had there been no denial action. (a)
5. Assistance shall begin on the date specified by the SSWB in an order awarding assistance.

The day following that on which an application is signed or restoration is requested is the first day of the 60-day period. If the 60th calendar day falls on a Sunday or a legal holiday, the following day is considered the last day of the period.

If application or request for restoration is made for an additional child, the 60-day period for the additional child begins on the day following that on which the application for this child is signed or restoration is requested.

If county action is withheld for a child included on the original application or request for restoration for a family group pending the determination of his eligibility or ineligibility, the 60-day period for this child begins on the day following that on which the original application is signed or restoration requested.

The beginning date of assistance shall not precede the signing of the application or the date of request for restoration of assistance. Exception: If responsibility for payment of assistance is transferred to another county, assistance in the new county may precede the signing of the application in the second county. (See Sec. C-554, Payment of Assistance in Inter-County Transfers)

G. Needs Not Common to All Family Budget Units

Preceding portions of this section not relevant to changes are omitted from the agenda.

10. Medical and Dental Care

Medical or dental care, treatment, drugs, medicines, or appliances found to be necessary by an examination by a physician, dentist, or other licensed practitioner shall be included unless the county determines that the care needed is available through a public facility without cost. The county shall record in the narrative the determination as to whether or not medical or dental care is needed by the family and the basis for the determination of the amount included or the arrangements made for free care.

For information regarding county responsibility for medical or hospital care for a child whose residence has changed while receiving assistance, see Sec. C-554.

(a)

Prepaid medical and hospital care purchased by the family budget unit may be allowed up to a maximum of \$10 per month if essential medical care is not available through a public facility.

Remaining portions of this section not relevant to changes are omitted from the agenda.

(a) Clarification required by AB 60.

If eligibility is established from a date subsequent to the date assistance would otherwise begin, assistance shall begin effective the date on which the child became eligible. Under such circumstances a statement of the specific reason for the later beginning date of assistance shall be made on the authorization document.

If eligibility is dependent upon medical evidence, the condition described in such evidence shall be considered to have existed from the first of the month in which the medical examination is made.

If assistance is restored for a child following his release from a public institution, assistance shall not begin prior to the date he leaves the institution, unless assistance is restored pursuant to Sec. C-426, Determination of Living in the Home of a Relative for Federal Participation, in which case the initial payment may antedate the child's departure from the public institution. If assistance is restored for a child following his absence from a boarding home or institution, assistance shall not begin prior to the day he returns to that foster home or institution or enters another foster home or institution.

If assistance begins on the first day of a month, payment shall be made for the full month. If assistance begins after the first of a month, payment shall cover only the portion of the month for which assistance is granted including the beginning date.

(W&IC 1550, 1550.5, 1560)

A. REQUIREMENTS

Restoration is the procedure for granting of aid for a child after a discontinuance of aid by the same county within 12 months, except that aid for a child whose family is receiving aid may be restored at any time. (See Sec. C-130 When Application is to be Taken.)

If restoration of aid is requested for a child or for a family whose aid has been discontinued for less than 12 months, or for a child whose family is receiving aid, completion of a new Application, Form CA 200, Part One, is not required.

All requests for restoration shall be written, dated, and signed by the person making the request. (See Sec. C-115, Person Making Application or Requesting Restoration of Aid.) If the request for restoration is made by letter, the date of receipt shall be considered the date request is made. Exception: No signed request for restoration is required if aid is not paid for one month to adjust for overpayment of aid for an otherwise eligible child. (See Sec. C-539, Discontinuance of Aid.)

The reason for request shall be recorded in the narrative with the basis for determination of eligibility or ineligibility. The narrative shall show that the cause for discontinuance no longer applies. If a redetermination of eligibility has not been made within 12 months, a signed Statement of Facts Relating to Eligibility, Form CA 200, Part Two, shall be obtained. The redetermination of eligibility for restoration shall include the exact date the family or child became eligible.

Determination of eligibility shall be made promptly following the request for restoration in accordance with the provisions of Sec. C-201. The request for restoration shall be granted or denied by county action in accordance with Sec. C-155 unless the request is withdrawn (See Sec. C-150). Restoration shall be effective in accordance with the provisions of Sec. C-518.

Repayment of aid or the signing of an agreement to repay aid for which the family or child was not eligible shall not be a condition for restoration of aid for which the family or child is currently eligible.

Recission of an erroneous denial of an application or an erroneous discontinuance (see Sec. C-545, Corrective Payments) and payment of aid following cancelation of a warrant (see Sec. C-536, Suspension of Payment) is not restoration.

(Section Continued on Next Page)

before receipt of the lump sum income, it is the presumption that the increase is due to an unexpended portion of the lump sum income. This presumption may be refuted by evidence that the cash holdings were increased from a source other than the lump sum income. The presumption is also refuted if the increase in cash holdings represents accumulation of pro-rated monthly allowances, such as tax on the family's home, for months for which payment is not yet payable.

- b. The facts establish that the lump sum income was insufficient to meet the needs of the child or family for the period because of a decrease in other income, or an increase in need, including items determined to be necessary and reasonably consistent with a public assistance standard. (W&IC 1550, 1550.5, 1560)

~~Following are examples of situations in which an automatic restoration may be used: (1) a child has been confined in a detention home or other public institution, or (2) a child has been temporarily placed in a free home, or (3) income is received from employment, a program of vocational rehabilitation, or a plan to assist in maintenance and self-support.~~

B. c. RESTORATION FOLLOWING DISCONTINUANCE BECAUSE OF RECEIPT OF RECURRING LUMP SUM INCOME

If restoration of aid is requested for a child or family whose aid was discontinued because of receipt of recurring lump sum income (see Sec. C-352, Definition of Income), eligibility in regard to the income shall be determined as follows:

1. If restoration of aid is requested effective with the expiration of the period during which the recurring lump sum income was expected to meet the needs of the child or family, eligibility shall be redetermined the same as for a request for restoration following discontinuance for any other reason.

In addition, if the source of the lump sum income resulting in discontinuance was such that the first payment may have represented a partial payment of the amount due, inquiry shall be made to determine if further payments were received. If the original lump sum income represented a partial payment, the period during which the income was expected to meet the needs of the child or family shall be redetermined. (See Sec. C-352, Definition of Income.) If the redetermined period has not expired, eligibility shall be redetermined as provided in Item C 2.

If restoration is to be effective on the first of the month following the expiration of the period, any portion of the lump sum income applicable to a fractional month shall be considered as income in the month for which aid is restored unless the facts establish that it was expended for a special need.

2. If restoration of aid is requested before the expiration of the period during which the recurring lump sum income was expected to meet the needs of the child or family, a detailed report of the reason for the earlier request shall be secured. If the child is otherwise eligible, aid shall be restored provided both of the following conditions have been met.
 - a. The lump sum has been expended. In determining if the lump sum has been expended, the relationship of cash holdings at the time of request for restoration and cash holdings immediately before the lump sum was received shall be evaluated. If the current cash holdings

(Section Continued on Next Page)

Portions of this section not relevant to
changes are omitted from the agenda.

The county to which a child receiving regular assistance has removed, shall provide necessary medical and/or hospital care during the one-year period for the establishment of residence provided the child meets the need requirements of the county for medical or hospital care. If aid is discontinued because of continued hospitalization during the year the child is acquiring one year of residence, the county to which he has removed is still responsible for this care.

(a)

(W&IC 1527, 1560)

(a) To conform to AB-60.

An appeal may not be filed more than 90 days after the order or action complained of. Time shall be computed by excluding the date of the order or action. If the ninetieth day falls upon a Saturday, Sunday or holiday the appeal may be filed upon the next business day. The date of filing shall be the date the appeal is actually received in any office of the SDSW. The date of the order or action complained of shall be the date that notice of such order or action was mailed to the appellant except as set forth below:

- 1.. In appeals for the return of erroneous repayments the date of collection or the date of the last installment payment is the determining date.
2. In appeals from demand for repayment the date of the last demand or the date agreement to repay was signed or a lien taken, whichever is later, is the determining date.
3. In an appeal by a recipient in which the issue is the amount of the grant, the period involved in the appeal extends back to the first of the month in which occurred the ninetieth day preceding the date of filing of the appeal.

Example: A recipient is granted \$50 monthly beginning in October, 1953. Payments are made regularly thereafter at \$50 per month. On April 20, 1954, she appeals, contending she should have received \$65 monthly. The ninetieth day preceding the date of filing the appeal is January 19, 1954. The period involved in the appeal begins January 1, 1954.

4. In appeals from retroactive discontinuance following cancellation of suspended warrants, the date of discontinuance action is the determining date. The period involved in the appeal would extend back to the effective date of the discontinuance.

If the county's action was taken or order made prior to September 9, 1953, an appeal therefrom must be filed not later than one year from such action or by December 8, 1953, whichever date occurs earlier. An appeal may be filed within one year of the county's action by any appellant who received written notice that he could appeal within one year, and who failed to file his appeal promptly, because of lack of written notice or actual knowledge that the appeal period had been shortened.

(W&IC 103, 104.5)

V. FINDING OF EMERGENCY

The regulations listed below are urgency measures necessary for the immediate preservation of the public peace, health and safety or general welfare within the meaning of Section 11421 of the Government Code. Notice and public procedure thereon are impracticable, unnecessary, and contrary to the public interest. These regulations shall become effective September 9, 1953. The facts constituting the emergency are:

The 1953 Legislature adopted legislation which will become effective on September 9, 1953. Some of this legislation amends and is inconsistent with the present law affecting Aid to Needy Children, Aid to the Blind, and Old Age Security. The present regulations of the State Social Welfare Board were adopted to implement the law as it now exists, and some of these regulations are inconsistent with the legislation which will become effective September 9, 1953. Some of this legislation also adds new provisions to the law for which there are at present no regulations. In order that the new provisions of the law may be defined and implemented, and in order that there will be no period of time during which the regulations are inconsistent with the new laws, it is necessary that the regulations listed below become effective at the same time as the legislation, namely on September 9, 1953.

The regulations to which this finding of emergency applies are as follows:

A-198	B-708	C-005	C-135	C-214	F-300	F-660 (Del)
A-1322	B-715	C-010	C-150	C-352	F-520	F-670 "
A-1352		C-015	C-155	C-356	F-580	F-690 "
A-1405		C-020	C-160	C-364	F-585	
A-1516		C-105	C-170	C-503	F-590	
		C-110	C-200	C-518	F-600 (Del)	
		C-115	C-208	C-542	F-610 "	
		C-125	C-210	C-554	F-630 "	
		C-130	C-212	C-616	F-640 "	

FILING ADMINISTRATIVE REGULATIONS WITH THE SECRETARY OF STATE

(Pursuant to Government Code Section 11380.1)

Copy below is hereby certified to be a true and correct copy of regulations adopted, or amended, or an order of repeal by:

Department of Social Welfare

(Agency)

Dated: December 1, 1953

By:

C. J. Schotland

Director

(Title)

RECEIVED FOR FILING

DEC - 1 1953

Division of Administrative Procedure

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in the Office of the Secretary of State
of the State of CaliforniaDec 1,
NOV 26 1953 J.X.

4:10 P.M.

FRANK M. JORDAN, Secretary of State

Assistant Secretary of State

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071-05

WELFARE PERSONNEL STANDARDS

Organization and Administration

071-05 SALARY SCHEDULES
WPS

071-05

CLASSIFICATION

SCHEDULE OF STEPS

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
County Welfare Director V	415	439	464	491	519	549	581	614	649	686	725	766	810	856
County Welfare Director IV	351	371	392	415	439	464	491	519	549	581	614	649	686	725
County Welfare Director III	297	314	332	351	371	392	415	439	464	491	519	549	581	614
County Welfare Director II	252	266	281	297	314	332	351	371	392	415	439	464	491	519
County Welfare Director I	201	213	225	238	252	266	281	297	314	332	351	371	392	415
Assistant County Welfare Director	332	351	371	392	415	439	464	491	519	549	581	614	649	686
Social Work Supervisor II	281	297	314	332	351	371	392	415	439	464	491	519	549	581
Social Work Supervisor I	238	252	266	281	297	314	332	351	371	392	415	439	464	491
Child Welfare Supervisor II	281	297	314	332	351	371	392	415	439	464	491	519	549	581
Child Welfare Supervisor I	266	281	297	314	332	351	371	392	415	439	464	491	519	549
Child Welfare Services Worker II	225	238	252	266	281	297	314	332	351	371	392	415	439	464
Child Welfare Services Worker I	201	213	225	238	252	266	281	297	314	332	351	371	392	415
Social Worker III	213	225	238	252	266	281	297	314	332	351	371	392	415	439
Social Worker II	190	201	213	225	238	252	266	281	297	314	332	351	371	392
Social Worker I	170	180	190	201	213	225	238	252	266	281	297	314	332	351
Chief Fiscal Supervisor	281	297	314	332	351	371	392	415	439	464	491	519	549	581
Chief Account Clerk	238	252	266	281	297	314	332	351	371	392	415	439	464	491
Senior Account Clerk	190	201	213	225	238	252	266	281	297	314	332	351	371	392
Account Clerk	161	170	180	190	201	213	225	238	252	266	281	297	314	332
Senior Stenographer Clerk	190	201	213	225	238	252	266	281	297	314	332	351	371	392
Intermediate Stenographer Clerk	161	170	180	190	201	213	225	238	252	266	281	297	314	332
Junior Stenographer Clerk	144	152	161	170	180	190	201	213	225	238	252	266	281	297
Senior Typist Clerk	180	190	201	213	225	238	252	266	281	297	314	332	351	371
Intermediate Typist Clerk	161	170	180	190	201	213	225	238	252	266	281	297	314	332
Junior Typist Clerk	144	152	161	170	180	190	201	213	225	238	252	266	281	297
Chief Clerk	225	238	252	266	281	297	314	332	351	371	392	415	439	464
Senior Clerk	180	190	201	213	225	238	252	266	281	297	314	332	351	371
Intermediate Clerk	161	170	180	190	201	213	225	238	252	266	281	297	314	332
Junior Clerk	144	152	161	170	180	190	201	213	225	238	252	266	281	297
Receptionist	161	170	180	190	201	213	225	238	252	266	281	297	314	332
Investigator	238	252	266	281	297	314	332	351	371	392	415	439	464	491

For changes in pay ranges, see modification procedure specified in Sec. 071-10, Adoption of Compensation Plan.

(WAG 119.5, 119.6)

SDSW-CALIFORNIA-MANUAL

REVISION 108

Revised November 13, 1953
Effective January 1, 1954

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE

(Pursuant to Government Code Section 11380.1)

071-10 ADOPTION OF COMPENSATION PLAN
WPS

071-10

Each county must adopt a five consecutive step compensation plan from the schedule of salary steps shown in Sec. 071-05, Salary Schedules. The corresponding five salary steps (i.e., from the same five columns shown in Sec. 071-05) must be used for all classifications used in the county welfare department. Official notification of the steps selected shall be forwarded to the SDSW, showing the date of adoption and the effective date of the plan.

In order to meet operating needs the board of supervisors may increase or decrease the salary schedules adopted by the county provided that five new consecutive steps are selected from the schedule of steps outlined in Sec. 071-05. Such changes shall be reported to the SDSW, showing the date of adoption by the board of supervisors, and the effective date of the new salary schedules. Any salary adjustments necessitated as a result of new salary schedules shall be in accordance with Sec. 071-15, Administration of Compensation Plan.

In lieu of the salary schedules outlined in Sec. 071-05, any board of supervisors may submit to the SSWB for approval for use in the county welfare department, salary ranges in a county-wide compensation plan based upon a factual and competent salary and classification survey. In all other respects, such a plan and its administration shall be in accordance with the above provisions.

(W&IC 119.5, 119.6)

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CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

A-1495 DISCONTINUANCE AND RESTORATION OF AID DURING TRANSFER PERIOD

A-1495

When payment of aid by the first county (either on a participating or non-county basis) is discontinued for cause, subsequent to the recipient's removal to the second county, responsibility of the first county ceases. Exception: If in any transfer case it is necessary to discontinue aid to adjust for overpayment within the current adjustment period due to an initial OASI payment, the first county shall restore aid. The first county shall continue aid until the date when the second county is due to assume responsibility in the same manner as though aid had not been interrupted.

If payment of aid by the first county is discontinued during the transfer period because of income from employment and restoration of aid is later requested in the second county, responsibility for establishing eligibility and restoring aid shall be that of the second county. A signed application, Form Ag 200, shall be secured and aid shall be paid to those eligible to receive it within 30 days from the date the application was signed. The authorization document shall be designated "restoration" rather than a new application. (See Sec. A-288, Authorization of Aid Following Discontinuance Due to Employment.)

If payment of aid by the first county is discontinued during the transfer period for reason other than income from employment and restoration of aid is later requested in the second county, a new application shall be taken by the second county.

If eligibility is established but residence of one year in the second county has not been completed, aid is payable on a non-county basis until the end of the month in which the required one-year period of county residence is completed. If, however, residence in the second county was established on the first of the month, the second county participates in the payment of aid one year from such date.

Example: A recipient of OAS in County A, moved to County B, with intent to reside, on October 10, 1950. On December 15, 1950, he received an inheritance which brought his personal property in excess of the maximum. Aid was discontinued by County A effective December 31, 1950. The former recipient's personal property is reduced within the maximum and he again requests aid in June 1951. His application is taken by County B and non-county aid is granted by County B effective July 1, 1951. If recipient continues to reside in County B, that county will participate in payment of aid on and after November 1, 1951.

Should payment of aid by the first county be discontinued inadvertently or without cause, the above rulings do not apply and the first county shall be responsible for restoration and for continued payment of aid in the same manner as though payment of aid had not been interrupted. (W&IC 2140)

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WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

B-120 REQUESTS FOR AID

B-120

A request for aid is made when the individual indicates that he is in need and asks for financial assistance. If he lacks sufficient information to be specific about the aid program for which he might qualify, the county shall provide the necessary information.

A request for restoration of aid is made when the individual indicates that he is in need, and that he had previously received aid which had been discontinued less than twelve months prior to the date of the request for restoration. Requests for restoration shall be in writing. (See Sec. B-651, Restoration of Aid)

A request for information is one which is unrelated to a specific request for aid. It is made without the individual indicating that he is in need. He may only desire to obtain information relative to the aid programs or points of agency policy. Such requests will usually be made by callers seeking information who are either (1) clearly not presumptive applicants, i.e., the general public, or (2) not willing to identify themselves. Note that a request for information may, in the course of an interview, develop into a request for aid.

(See Sec. B -175, County Files and Controls)
(W&IC 3075, 3078.3, 3460, 3475)

B-651 RESTORATION OF AID

B-651

If a former recipient, whose aid was discontinued for any reason, requests restoration of aid within twelve months of the date of discontinuance, no new application shall be taken. If the request for restoration is made in person, a written statement containing such request shall be signed by the former recipient and the date of the request indicated. If the request is made by letter, the date of receipt shall be considered the date on which the request is signed. Exception: No signed request for restoration is required if the automatic restoration procedure described in this section is used or if adjustment for overpayment of aid requires discontinuance for one month for an otherwise eligible recipient. (See Sec. B-648, Discontinuance of Aid.)

Whenever aid is discontinued due to the confinement of the recipient in any public institution, the county in its order discontinuing aid may provide that aid be restored without further order on its part when the person ceases to be an inmate of the institution.

To effect this automatic restoration if aid is discontinued because of confinement in a public institution, two aid authorization forms shall be approved on the case. One form orders discontinuance effective as of the last day of the month in which the recipient is admitted to the institution, or in the case of temporary medical or surgical care, as of the end of the month in which the eligibility period is completed. The second form orders restoration with no beginning date of aid specified. Upon release of the recipient from the institution, the second authorization form is completed showing the date of release, and immediately submitted to the SDSW. A warrant is then issued for the balance of the month during which the recipient was not an inmate, and claim made on the current monthly payroll.

If request for restoration has been made, the eligibility of the former recipient shall be determined before aid is restored. Aid may have been discontinued by one county (first county) and within one year the former recipient may request aid in another county in which he has established residence (second county). Under such circumstances, the second county shall be responsible for determining eligibility and paying aid to those eligible to receive it. The former recipient shall be required to certify to the date he came to the county and to the date on which, by intent, he established residence therein on Form AB 204.

The second county shall request the first county to forward a copy of the last application (Form Bl 200); the last completed Affirmation of Eligibility (Form Bl 206), showing the date the last reinvestigation was completed; a completed copy of the notification to recipient of discontinuance of aid. In addition, the first county shall forward to the second county either a copy or a summary statement of such eligibility determinations as the second county may request.

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CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

B-651 (Continued)

B-651

Should a former recipient request restoration in the county in which he is living but in which he is not establishing residence, such county shall accept the request and shall, without delay, submit it to the county in which he retains residence. The county of residence has responsibility for restoring aid if the former recipient is eligible to receive it. The county in which he is living obtains all available information and submits it to the county of residence.

Restitution for aid to which a recipient was not entitled or the execution of an agreement to repay the county for such aid shall not be a condition for restoration or continuance of aid to which the recipient is currently eligible. (See Sec. B-115, Application Process-Definitions; B-140, When Application is to be Taken.)

(W&IC 7.1, 3044, 3075, 3078.3, 3444, 3460, 3475; AGO 53/89)

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**FILING ADMINISTRATIVE REGULATION
WITH THE SECRETARY OF STATE**
(Pursuant to Government Code Section 11380.1)

C-015 RIGHTS AND RESPONSIBILITIES OF ANC FAMILIES

C-015

The ANC law contained in W&IC 1500 - 1580 and the rules and regulations of the SDSW specify the eligibility requirements for the ANC program. These specifications remove from individual discretion the right to deny aid to any eligible person, because all persons meeting the eligibility requirements are equal before the law and have a right to receive aid under a uniform application of the law.

Other established rights include:

1. A person acting on behalf of a child who believes the child meets the eligibility requirements has the right to make application for ANC.
2. A person who applies for aid has the right to dignified and courteous treatment, and to believe that the information given by him in establishing eligibility will be kept in confidence.
3. An applicant has a right to full help from the county in establishing the child's eligibility for ANC.
4. A family or child on whose behalf aid is granted has a right to receive the amount of aid for which they are eligible and to be paid in cash at the beginning of each month unless there is mismanagement of the aid payments.
5. A family has a right to spend its ANC payment as it would money received from any other source and to be free to manage and direct its own affairs. All aid paid shall be absolutely inalienable by any assignment, sale, attachment, execution, or otherwise.
6. A family has a right of appeal if it is not satisfied with the county's decision on, or lack of action regarding, the application or request for restoration, with the amount of the aid payment, with the discontinuance of aid, with the county's request for repayment of aid, or with any other matter which concerns an application for, or receipt of, ANC.
7. A person receiving ANC has a right to live wherever he chooses within the state, without forfeiture of aid because of that choice.

Some of the responsibilities of applicants or relatives of a child on whose behalf application for ANC has been made or ANC is being paid include:

1. The applicant is responsible for providing all information in his possession necessary to establish eligibility.
2. A family has the responsibility for keeping the county informed of all changes in need, income, address, or other circumstances affecting eligibility or the amount of aid.
3. A family has the responsibility for utilizing the benefits of ANC in a manner which will be conducive to the well-being of the child and to eventual self-support.
4. The parent has the responsibility to seek and accept reasonable employment or necessary vocational rehabilitative training, and to register for employment with the State Department of Employment if he is available for employment and is physically able to work.
5. The parent or the legal guardian with whom the child is living or who has custody and control of the child has the responsibility to give reasonable assistance to law enforcement officers in the enforcement of the absent parent's obligation for the care, support, and maintenance of the child.

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CONTINUATION SHEET
**FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE**
 (Pursuant to Government Code Section 11380.1)

C-015 (Continued)

C-015

6. A stepfather living in the home is bound to contribute to the support of his stepchildren according to his financial ability. His liability for such support shall not exceed the wife's community property interest in his income.
7. A person who by false statement, representation, impersonation, or fraudulent device, obtains aid for, or on behalf of, a child shall make restitution of the amount of aid received for which the child was not eligible.

(W&IC 19, 104, 118, 1505, 1506, 1508, 1523, 1523.5, 1550, 1550.6, 1552.6, 1560)

C-441 CHILDREN IN INSTITUTIONS - REQUIREMENTS

C-441

A. PUBLIC INSTITUTIONS AND PUBLIC HOSPITALS

A child is not eligible for ANC if he is an inmate of a public institution or a public hospital, except with respect to temporary medical or surgical care not to exceed two calendar months.

If a child is admitted to a public institution for correctional or custodial care, assistance shall be discontinued effective as of the last day of the month in which he was admitted or committed.

If a child enters a public hospital for medical or surgical care, aid shall be discontinued effective as of the last day of the month in which the two full calendar months for temporary medical or surgical care ended, or, if the child entered the hospital on the first day of a month, aid shall be discontinued effective as of the last day of the next month, if he is still in the hospital.

A child receiving aid while in a boarding home or institution, who enters a public hospital, may be eligible for continued aid for two calendar months to meet the child's needs not met by the hospital.

Periods of temporary hospitalization may recur, but aid shall not be paid for a child who returned to a public hospital immediately following a temporary period of hospitalization for the same condition which was responsible for his previous hospitalization, unless the release from, and return to, the hospital are in accord with the treatment plan of a physician.

Federal participation is available in aid payments for a child in a public hospital if the illness is of such a nature that return to the family can be expected and the relative continues to be responsible for the care and supervision of the child.

Aid may be granted for a child in a public institution or public hospital for the purpose of establishing or reestablishing a home. (See Sec. C-423, Definition of Living in the Home of a Relative for Federal Participation)

A child committed to the California Youth Authority and paroled by the authority to the care of a relative or a boarding home is eligible for aid if otherwise eligible. Application for such a child may be made while he is still in the Youth Authority facility.

B. PRIVATE INSTITUTIONS AND PRIVATE HOSPITALS

A child who enters a private institution or private hospital is eligible to receive, or may continue to receive, aid, if otherwise eligible. No child maintained in an institution for whom a bonafide offer of a private home has been made is eligible for further aid, but no institution shall be required to surrender a child to any person of religious faith different from that of the child or parents of the child. (See Sec. C-390, Offer of a Home as a Resource)

(W&IC 1524, 1529, 1557)

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Aid to Needy Children DETERMINATION OF ELIGIBILITY - NOTIFICATION OF DISTRICT ATTORNEY C- 470

**C-470 REQUIREMENTS FOR NOTIFICATION TO DISTRICT ATTORNEY AND
COOPERATION WITH LAW ENFORCEMENT OFFICERS**

C-470

Whenever aid is granted to a child who is not being supported by his absent parent, the county shall immediately notify the district attorney that such aid has been granted. Notification shall be in writing (See optional forms).

The district attorney is required by law to investigate the question of non-support and to take all steps necessary to obtain support for the needy child. He is also required to report regularly to the board of supervisors on the progress of his efforts.

The county welfare department shall cooperate with the district attorney and shall report to him all information contained in the case record which concerns the question of non-support and the suitability of prosecution as a method of obtaining support for the child in each case.

The county welfare department or district attorney may secure information relative to the location, income, and property of the absent parent from any state, county, or local agency. Such information secured shall be used by the welfare department solely for the purpose of administration of ANC, or by the district attorney solely for the purpose of enforcing liability for support. Neither shall use or disclose the information for any other purpose.

If the parent or legal guardian with whom the child is living or who has custody or control of the child wilfully refuses to give the necessary information or refuses reasonable cooperation with law enforcement officers (e.g., district attorney, city attorney, sheriff, police, etc.), aid shall be discontinued or denied. Determination that such person has wilfully refused to give necessary information or refused reasonable cooperation with law enforcement officers rests with the county welfare department.

The parent's or legal guardian's refusal to give necessary information or to cooperate in relation to the absent parent of one child in a family group shall not affect the eligibility of the other children who are not children of that absent parent. (See C-503 B which excludes the needy parent who refuses to cooperate from the family budget unit.)

At the time of application, the county shall inform the remaining parent about the notification requirement and how it relates to his own individual family situation, i.e., what information is sent to the district attorney, when, why, and the responsibility the parent is expected to take regarding action to locate the absent parent or to obtain support.

Referral of the parent to the district attorney or notification prior to the granting of aid is not an acceptable substitute for the notification that aid is granted.

(W&IC 1523, 1552.4, 1552.6, 1560)

CALIFORNIA-SDSW-MANUAL-ANC

REVISION 312

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CONTINUATION SHEET
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(Pursuant to Government Code Section 11380.1)

C-476 DETERMINATION OF ELIGIBILITY - NOTIFICATION TO DISTRICT ATTORNEY Aid to Needy Children

C-476 DETERMINATION OF APPLICABILITY OF THE REQUIREMENTS FOR
NOTIFICATION TO DISTRICT ATTORNEY AND COOPERATION WITH
LAW ENFORCEMENT OFFICERS

C-476

At the time of application or redetermination of eligibility, the county shall determine in all cases of parental non-support whether the requirement for notification to the district attorney is applicable.

If the requirement is applicable, the county shall notify the district attorney in writing. If the county definitely establishes that the parent is financially incapable of providing support, the basis for the county's determination shall be recorded in the narrative.

Since both parents have rights and responsibilities in relation to their children, the county shall make every reasonable effort to reach the absent parent and encourage him, as well as the remaining parent, to participate in the planning and contribute to the support and care of the children, regardless of the notification requirement. (See Sec. C-366) All state, county, and local agencies are required to cooperate with the county welfare departments by supplying information on hand relative to the location of absent parents.

The district attorney's report of the results of any action taken, or of lack of action, shall be filed in the case record.

If the county denies or discontinues aid because a parent or legal guardian refuses to give necessary information or refuses reasonable cooperation with law enforcement officers, such person's reason for his action and the basis for the county's determination shall be recorded in the narrative.

Whenever there is a change in the circumstances of the absent parent, the county shall determine whether the situation requires notification to the district attorney. Changes in circumstances subsequent to the last determination which require notification include:

1. The absent parent is no longer financially incapable of providing support.
2. The absent parent's circumstances have changed sufficiently or his whereabouts become known so that the district attorney might wish to take action.
3. The absent parent has decreased or discontinued his contribution subsequent to prior action without a known change in his circumstances.

(Waic 1523, 1552.4, 1552.6, 1560)

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Aid to Needy Children

PAYMENT OF AID

C-503

**C-503 DETERMINATION OF NEED FOR CHILDREN IN FAMILY GROUPS
OR WITH RELATIVES**

C-503

A. REQUIREMENTS

The needs of children living in their own family groups or with relatives shall be determined on a budgetary basis. "Living in their own family group" includes all children living with one or both parents. "Living with relatives" includes all children living with persons related by blood or through marriage, regardless of degree of relationship or need of the person, and regardless of the child's eligibility for federal participation. (See Secs. C-420 through C-440 through C-440 for eligibility for federal participation. See Sec. C-506 for determination of need for children living in boarding homes or institutions.)

B. PERSONS INCLUDED IN THE FAMILY BUDGET UNIT

The family budget unit shall include:

1. Each eligible child.
2. Each needy ineligible child under 16 years of age living in the household except that the following shall always be excluded from the family budget unit:
 - a. The child of the able-bodied stepfather living in the home, and
 - b. The child disqualified for aid because the parent or legal guardian does not wish to fulfill requirements, or refuses to cooperate with respect to requirements, for eligibility of that child.
3. Each needy ineligible child 16 to 21 years of age who is not disqualified by the exclusions in 2a and b above and who is either:
 - a. Regularly attending school (See Sec. C-262), or
 - b. Disabled (See Sec. C-264), or
 - c. Employed and contributing to the family (See Sec. C-266).

A child 16 to 21 years of age who does not meet one of the qualifications listed in a, b, or c shall always be excluded from the family budget unit regardless of his need. Any income he may have shall be disregarded until he meets the qualifications of a, b, or c.

A child 16 to 21 years of age who meets one of the qualifications listed in a, b, or c, but is disqualified by the exclusions in 2a or b, shall always be excluded from the family budget unit regardless of his need. Any income he may have shall be disregarded unless his earnings are such that he is able to contribute to the family after meeting his own needs. (See Sec. C-364-E).

(Section Continued on Next Page)

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

C-503

PAYMENT OF AID

Aid to Needy Children

C-503 (Continued)

C-503

4. Each needy parent, including:

a. The needy incapacitated stepparent.

b. The needy stepmother who is the wife of an incapacitated father.

A stepfather who is not incapacitated shall always be excluded from the family budget unit regardless of need.

The parent who does not wish to fulfill requirements, or refuses to cooperate with respect to requirements, for eligibility of one or more children in the household who would otherwise be eligible for ANC, shall always be excluded from the family budget unit regardless of need. Any income such a parent may have shall be prorated to be applied equally to meet the needs of the parent, the ineligible children, and the eligible children.

5. Other needy person in the home required to act as caretaker of the child.

Exception: A recipient of OAS, ANB, or APSB shall always be excluded from the family budget unit.

In determining that a person other than the eligible child and parent is needy, for purposes of inclusion in the family budget unit, the value of that person's real and personal property, when added to that of the child's and parents' real and personal property, shall not exceed the ANC statutory limitations. In addition, the individual net income of the ineligible emancipated minor, stepparent, or other person in the home required to act as caretaker shall be determined and his total need computed in accordance with the ANC standard. The net income of such a person shall be less than his total need.

The unemancipated child is considered to be needy regardless of the amount of his income if the parent having control of the child's income is included in the family budget unit. A mother living with a stepfather shall be determined to be needy in accordance with Sec. C-364-B.

C. COST SCHEDULE

The ANC Cost Schedule shows amounts determined by the SDSW to be necessary for a minimum basic standard of adequate care. The items are priced regionally to establish the money amounts needed to purchase these items in different parts of the state. The pricings are made semiannually in May and November.

(Section Continued on Next Page)

CALIFORNIA-SDSW-MANUAL-ANC

REVISION 255

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Aid to Needy Children

PAYMENT OF ASSISTANCE

C-503

C-503 (Continued)

C-503

The Cost Schedule, Form Gen M45, will be issued to counties not later than July 1 and January 1. The most recently issued Cost Schedule shall be used by the county in computing budgets. If the family is living in another county, the Cost Schedule for the county in which the family is living shall be used.

Allowances for goods and services such as food, special diets, clothing, household operations, etc., are shown on a monthly basis. The allowances for food and clothing are based on age groupings. If amounts in excess of the allowances shown on the Cost Schedule are included for items such as utilities, they shall be converted to average monthly amounts in computing the budget. Any items paid by the family on other than a monthly basis, such as weekly rent, shall be converted to monthly amounts on the basis of $4 \frac{1}{3}$ weeks per month.

D. EFFECTIVE DATE OF NEW PRICINGS

Revisions to the Cost Schedule due to new pricings shall be made effective in all cases not later than the first of April and the first of October.

E. COMPUTING THE BUDGET

In computing the family budget, the age of the child shall be the actual age as of the date aid is granted, increased, or decreased.

The allowances for essential items shall be recomputed if any of the following occur:

1. Aid is restored.
2. There is a change in the family's needs or income.
3. A redetermination of eligibility is made.
4. A new Cost Schedule is issued.

However, a recomputation need not be made solely because of a change in age.

The Budget Work Sheet, Form CA 241, or a substitute form approved by the SDSW shall be used in computing the budget for the family budget unit.

If an entire item of need of the family or one or more members of the family budget unit, such as housing for the family or clothing for one child, is contributed free or is received in return for services rendered by a member of the family budget unit, the item shall be shown as "free" in computing the budget rather than as a monetary amount. However, if only part of an item of need, such as milk in the food allowance or shoes in the clothing allowance, is received free, the amount for the entire item of need shall be shown in computing the budget and the monetary value of the part received free shall be shown as income.

(Section Continued on Next Page)

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

C-503

PAYMENT OF ASSISTANCE

Aid to Needy Children

C-503 (Continued)

C-503

F. NEEDS COMMON TO ALL FAMILY BUDGET UNITS

The goods and services essential to a minimum basic standard of adequate care for all family budget units, whether the children are living with their own families or with relatives, and the rules for computing the family budget are as follows:

1. Food

The amount for food given in the Cost Schedule shall be included for each individual in the family budget unit (see Item G-1 for special diets and G-2 for restaurant meals).

Family budget units of only one or two persons shall be allowed an additional 10% for food, if food is prepared for a household of only one or two persons.

See Item G-3 of this section for special food allowance for a family in which the mother is working.

2. Clothing

The amount for clothing given in the Cost Schedule shall be included to cover current replacements in clothing for each individual in the family budget unit.

Clothing for a child's first year shall be included as needed in either:

- a. A lump sum before or after the child is born, or
- b. Prorated over a period before or after the birth, or both.

(Section Continued on Next Page)

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CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Aid to Needy Children

PAYMENT OF ASSISTANCE

C-503

C-503 (Continued)

C-503

3. Personal Needs, Recreation, Household Operation, and Education and Incidentals

The amount for personal needs, recreation, household operation, and education and incidentals given in the Cost Schedule shall be included in accordance with the number in the family budget unit. However, the combined amount included in the budget for this item and life insurance (see Item G-9 of this section) for the entire family budget unit shall not exceed the following amounts:

<u>Number of Eligible Children in the Family Budget Unit</u>	<u>Ceiling Amount</u>
1	\$ 13
2	15
3	18
4	21
5	24
6	26
7	28
8	30
9	32
10	33
11	34
12 or more	35

This item covers:

- a. Personal needs such as haircuts, tooth brushes, hair brushes, combs, toilet soap, cosmetics, shaving supplies, sanitary supplies, etc. For infants it includes mineral oil, vaseline, boric acid, sterile cotton, nursing bottles and nipples.
- b. Recreation such as movies, scout dues, school activities, fishing tackle, toys, etc.
- c. Household operation such as cleaning and laundry supplies including brooms, mops, wash boards, soap, and bleach; mending supplies including darning cotton, needles, and thread; medicine chest supplies including band aids, hot water bottles, aspirin, and iodine; and minor replacements in minimum amounts including light globes, household linens, and bedding.
- d. Education and incidentals such as postage, stationery, magazines, or a newspaper.

(Section Continued on Next Page)

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CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

C-503

PAYMENT OF ASSISTANCE

Aid to Needy Children

C-503 (Continued)

C-503

4. Housing

a. Rent

The amount of rent paid shall be included for each family budget unit up to the ceiling given in the Cost Schedule.

If there are others in the household not included in the family budget unit, only the prorated share of the actual rent paid, in accordance with the total number of persons in the household, is allocable to the family budget unit.

The amount of actual rent paid by the family budget unit or the household and a statement as to what such rental includes shall be recorded in the narrative.

b. Allowances for Home Owned, Encumbered, or Being Purchased

Monthly amounts shall be included for the home owned, encumbered, or being purchased and occupied by the family, as follows:

- (1) Monthly prorata of taxes paid.
- (2) Monthly prorata of assessments paid, not included in the taxes.
- (3) Monthly prorata of fire insurance paid.
- (4) Allowance for upkeep and minor repairs, as follows:

Assessed Valuation	Minimum Allowance per Month
Under \$1,000	\$2.00
\$1,000 - \$1,999	2.50
\$2,000 - \$3,000	3.00

(Section Continued on Next Page)

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CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Aid to Needy Children

PAYMENT OF ASSISTANCE

C-503

C-503 (Continued)

C-503

- (5) Monthly prorata of amount to cover interest and principal payments on encumbrances.

The total amount for taxes, insurance, upkeep and repairs, interest, and principal shall be determined and shall be included for each family budget unit up to the rent ceiling given in the Cost Schedule.

If there are others in the household not included in the family budget unit, only the prorated share of the above housing expenses, in accordance with the total number of persons in the household, is allocable to the family budget unit.

5. Utilities

The amounts given in the Cost Schedule for those utilities used by the family and not included in the rent (e.g., gas for cooking, electricity for lighting, wood for heating, electricity for refrigeration) shall be included in accordance with the number in the family budget unit.

If there are others in the household not included in the family budget unit, only the prorated share of the amounts for utilities given in the Cost Schedule, in accordance with the total number of persons in the household, is allocable to the family budget unit.

The average monthly amount of the cost of ice, if needed, shall be included up to a maximum of \$6 for the household.

If a utility used by the family is not listed on the Cost Schedule, the county shall determine and include the average monthly amount necessary on an annual basis. The basis of the county's determination shall be recorded in the narrative.

G. NEEDS NOT COMMON TO ALL FAMILY BUDGET UNITS

The goods and services essential to a minimum adequate standard of living but not common to all family budget units and the rules for including these needs in the family budget are listed below. For needs that are specifically related to a program of vocational rehabilitation for a parent or a program to assist in the maintenance and self-support for a family, see Item H of this section. Needs, other than those listed, that arise must be met by other resources in the community or by relatives or friends.

1. Special Diets

The amount for a special diet given in the Cost Schedule for an individual in the family budget unit shall be included if a special diet is recommended by a physician or public health clinic. The recommendation for the special diet including the length of time the diet will be required shall be included in the narrative or filed in the case record.

(Section Continued on Next Page)

CONTINUATION SHEET
 FOR FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE
 (Pursuant to Government Code Section 11380.1)

C-503

PAYMENT OF ASSISTANCE

Aid to Needy Children

C-503 (Continued)

C-503

2. Restaurant Meals

The amount necessary for restaurant meals in lieu of the food allowance in the Cost Schedule for a temporary period not to exceed three months shall be included up to a maximum of \$1.50 per day per person, if either of the following circumstances exists:

- a. Emergency housing occupied by the family does not have cooking facilities, until housing is found that does provide such facilities.
- b. A member of the family budget unit must be temporarily out of the home to receive medical treatment and no other arrangement for his eating is possible.

The basis for the determination of the need for restaurant meals and of the amount and period of time allowance is to be made shall be recorded in the narrative.

In cases in which there is employment, see Sec. C-364.

3. Commercially Prepared Foods

An amount equal to ten percent of the total food allowance for the family budget unit shall be included in order to provide for the purchase of some commercially prepared foods, if the mother who prepares the meals is regularly employed outside the home or is engaged in a vocational program.

The ten percent shall be in addition to the ten percent added in accordance with Item F.1 of this section, if food is prepared for a household of only one or two persons.

4. Additional Expenses for Clothing

The amount necessary for clothing, either in a lump sum or prorated over a period, shall be included up to the amount for an individual shown on Form Gen M40, if a member of the family budget unit does not have a basic outfit, or clothing is lost by fire, flood, or other disaster, and if such clothing is not obtainable through other sources in the community or from relatives or friends. The determination of the amount of clothing needed shall be recorded in the narrative.

(Section Continued on Next Page)

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**FOR FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE**
 (Pursuant to Government Code Section 11380.1)

Aid to Needy Children

PAYMENT OF ASSISTANCE

C-503

C-503 (Continued)

C-503

5. Additional Housing Expense

The amount of rent paid or the expenses for the home being purchased in excess of the ceiling for members of the family budget unit shall be included up to a maximum of \$25 if any of the following circumstances exist:

- a. A suitable home is not available to rent for less than the amount the family is paying.
- b. A special health or social problem in the family necessitates housing which is not obtainable within the ceiling or which prevents the family from moving to other quarters.
- c. The cost of one or more utilities is included in the rent. The excess shall be included up to the amount allowed for these utilities in the Cost Schedule, but unless a or b applies, the amount shall not exceed the rental ceiling plus the amount given for the utilities in the Cost Schedule.

If the rent paid or expenses for the home being purchased exceeds the ceiling, the determination as to whether or not any of the above circumstances exist shall be recorded in the narrative.

6. Additional Expenses for Utilities

The average monthly amount of the cost of a utility in excess of the allowance given in the Cost Schedule, taken over a period of a year, shall be included up to a maximum of \$10 for all utilities if any of the following circumstances exist:

- a. The family uses a utility for more than one purpose, e.g., electricity for lighting (which covers use of small household appliances, such as an electric iron) and for the operation of household equipment, such as a refrigerator, washing machine, stove, etc., which causes the expense for the given utility to be higher than the amount given in the Cost Schedule.
- b. The family has inefficient equipment or a house which requires an unusual amount of heat.
- c. Illness or the presence of aged persons or young children in the family requires an unusual amount of a particular utility.
- d. Utility rates in the part of the county where the family lives are higher than in other parts of the county.

If the cost of a utility exceeds the allowance in the Cost Schedule, the determination as to whether or not any of the above circumstances exist shall be recorded in the narrative.

(Section Continued on Next Page)

CALIFORNIA-SDSW-MANUAL-ANC

REVISION 136

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(Pursuant to Government Code Section 11380.1)

C-503

PAYMENT OF ASSISTANCE

Aid to Needy Children

C-503 (Continued)

C-503

7. Telephone

The estimated minimum monthly average cost of telephone service shall be included up to a maximum of \$4 if any one of the following circumstances exists:

- a. A member of the family budget unit is in ill health which necessitates either emergency or frequent calls to the doctor.
- b. The family with preschool children which lives in an isolated area and lives an unreasonable distance from the nearest available telephone.
- c. A telephone is necessary for the protection or safety of the family.

In determining the minimum cost, the county shall determine the least costly method of providing telephone service; i.e., through the use of available public telephones, neighbors' telephones, or through the continuation of telephone service in the home.

In cases in which the cost of telephone service is specifically related to a program of vocational rehabilitation for a parent or a program to assist in the maintenance and self-support for a family, see Item H of this section.

8. Transportation

An allowance for transportation shall be included if any of the following circumstances exist:

- a. Transportation is needed to secure necessary medical and dental care or to visit a member of the family receiving such care.
- b. The family does not live within reasonable walking distance for essential and economical shopping.
- c. A member of the family budget unit is attending school or church which is not within reasonable walking distance.
- d. A member of the family budget unit has physical limitations which would preclude community contacts unless transportation is provided.
- e. A member of the family budget unit is required to keep appointments with county welfare representatives.

In cases in which the need for transportation is specifically related to a program of vocational rehabilitation for a parent or a program to assist in the maintenance and self-support for a family, see Item H of this section. For continuing transportation incident to employment, see Sec. C-364.

(Section Continued on Next Page)

CONTINUATION SHEET
**FOR FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE**
 (Pursuant to Government Code Section 11380.1)

Aid to Needy Children

PAYMENT OF AID

C-503

C-503 (Continued)

C-503

The allowance for transportation shall be:

- a. The estimated minimum monthly average cost of bus fare or carfare at local rates up to a maximum of \$10, if public transportation is available, or
- b. If public transportation is not available the estimated minimum monthly average cost of automobile transportation up to a maximum of \$20.

The county shall record in the narrative the determination as to whether or not transportation is necessary and the basis for the amount included in the budget.

9. Life Insurance

The county shall determine and record in the narrative whether or not life insurance policies are carried on the parents or children. (See Sec. C-540, ~~Determination of Personal Property~~)

If life insurance policies are carried on parents or on children under the age of 18 years, the actual amount of the premiums shall be included, up to a total of \$4 a month for the family. Exception shall be made in either of the following situations:

- a. If premiums are in excess of \$4 and a downward adjustment of the premium is pending, the excess amount shall be included for a period not to exceed three months.
- b. If policies are carried on an incapacitated parent either in or out of the home, the excess amount necessary to keep the insurance in effect shall be included.

However, the combined amount included in the budget for life insurance, and personal needs, recreation, household operation, and education and incidentals for the entire family budget unit shall not exceed the ceiling amount shown in Item F-3 of this section.

10. Medical and Dental Care

Medical or dental care, treatment, drugs, medicines, or appliances found to be necessary by an examination by a physician, dentist, or other licensed practitioner shall be included unless the county determines that the care needed is available through a public facility without cost. The county shall record in the narrative the determination as to whether or not medical or dental care is needed by the family and the basis for the determination of the amount included or the arrangements made for free care.

For information regarding county responsibility for medical or hospital care for a child whose residence has changed while receiving aid, see Sec. C-554.

(Section Continued on Next Page)

CONTINUATION SHEET
**FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE**
 (Pursuant to Government Code Section 11380.1)

C-503

PAYMENT OF AID

Aid to Needy Children

C-503 (Continued)

C-503

Prepaid medical and hospital care purchased by the family budget unit may be allowed up to a maximum of \$10 per month if essential medical care is not available through a public facility.

11. Major Replacements, Repairs, and Purchase of Household Equipment

The cost of replacement, repair, or purchase of essential equipment for the functioning of the household, not to exceed the minimum price for which the required item of equipment can be purchased through a mail order house or store catering to lower income groups, shall be included if not obtainable through other sources in the community or from relatives or friends and one of the following circumstances exists:

- a. The family lacks and needs essential equipment.
- b. An item of essential equipment is worn out and there is need to replace or repair it.
- c. Essential equipment is lost or damaged due to such causes as fire or other disasters and there is need to replace or repair it.
- d. Illness of a member of the family budget unit necessitates additional equipment.

Essential equipment for functioning of a household includes basic cooking and heating facilities, sleeping equipment, storage space for clothing, and other basic necessities in living. Essential equipment also includes laundry equipment if laundry is done at home; refrigeration and air cooling equipment if found necessary because of climatic conditions.

If for some unusual reason the family budget unit does not have the equipment necessary for household operations or such equipment is lost by fire, flood, or other disaster, or a new member is added to the family, and if this equipment is not obtainable through other sources in the community or from relatives or friends, the cost of equipment necessary for household operations shall be included in the budget, either in a lump sum or prorated over a period. (See Form Gen M-42 for items included in household operations.)

Families shall be advised to discuss their needs and plans for repairing, replacing, or purchasing household equipment before final arrangements are made. The county shall determine the need for an item of essential equipment in relation to the specific family's situation, whether the equipment should be repaired, replaced, or purchased, and the minimum type of equipment adequate to meet the need. Also, the county shall determine whether the total amount should be included for one month or prorated over several months, dependent upon plans the family is able to make with the merchant, the cost of the equipment, and the participating base. The determination shall be recorded in the narrative.

(Section Continued on Next Page)

CONTINUATION SHEET
**FOR FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE**
 (Pursuant to Government Code Section 11380.1)

Aid to Needy Children

PAYMENT OF ASSISTANCE

C-503

C-503 (Continued)

C-503

If the family contracts for an item or service without prior county concurrence with the plan, only the unpaid balance of the cost, not to exceed the minimum price for which the item of equipment determined to be needed can be purchased, if it meets the above criteria, shall be included.

12. Major Housing Repairs

The cost of major repairs, remodeling, or enlarging a home, or of repairs, replacement, or purchase of permanently attached fixtures in a home owned, encumbered, or being purchased and occupied by the family budget unit may be prorated over a period not to exceed three years.

The monthly prorata so determined, when added to the regular housing expense (see Item F-5), shall not exceed \$25 over and above the rental ceiling.

This allowance over the rental ceiling shall be made if one of the following circumstances exists:

- a. The item is necessary to provide a minimum adequate standard of safety, sanitation, or protection from the weather, or
- b. The item is necessary to provide sleeping space, or
- c. The improvement is required by city or county ordinance.

Only items necessary to provide safe and healthful housing shall be included.

The need for a major housing repair shall be determined in relation to the specific family's situation and recorded in the narrative. Families shall be instructed to discuss plans for repairs, remodeling, replacement, or purchase of housing items before making final arrangements. However, if the items or service is contracted for without prior county concurrence with the plan, only the unpaid balance of the cost, if it meets the above criteria, shall be included.

(Section Continued on Next Page)

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CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

C-503

PAYMENT OF ASSISTANCE

Aid to Needy Children

C-503 (Continued)

C-503

13. Laundry Service

The average monthly cost of the least expensive laundry service necessary to meet the family's needs shall be included up to a maximum of \$10 if either of the following circumstances exists:

- a. The family is living in quarters without facilities for laundering and it is not practical to provide facilities. In determining the lack of facilities for laundering, the amount and type of clothing or linens to launder in relation to the water supply, receptacles for washing, facilities for heating the water, and facilities for drying the washing shall be considered.
- b. No member of the family budget unit is physically able to do the laundry and there is no relative or neighbor willing to perform the service for them without cost.

The basis for the determination of the need for the service and of the amount to be allowed shall be recorded in the narrative.

14. Housekeeping Service

The cost of housekeeping service shall be included up to the prevailing wage for such service if either of the following circumstances exists:

- a. The provision of such service is required to permit a child deprived of maternal care to remain at home.
- b. There is no member of the household or available relative who, because of age, disability, or employment, can discharge the necessary housekeeping responsibilities without cost.

The basis for the determination of the need for the service and of the amount to be allowed shall be recorded in the narrative.

If a child is living with a relative, other than a parent, who is not included in the family budget unit and the relative is unwilling to provide the care and supervision of the child without cost, an amount may be included for this service except that the total assistance payment for the child shall not exceed the prevailing rate for boarding home care in the community.

(Section Continued on Next Page)

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Aid to Needy Children	PAYMENT OF ASSISTANCE	C-503
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C-503 (Continued)		C-503
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15. Moving Costs

The cost of local moving expenses shall be included up to the prevailing rate if no other moving arrangement or payment of costs is possible and if one of the following circumstances exists:

- a. The family has been evicted.
- b. Moving is necessary to obtain housing within the ceiling indicated in Item F-5 or to effect an economy in rent.
- c. Moving is necessary to obtain housing that meets a minimum basic standard of adequate care.
- d. Moving is necessary to obtain medical care or for reasons of health.

The basis for the determination that moving is necessary and of the amount to be allowed shall be recorded in the narrative.

16. Storage of Household and Personal Goods

The cost of storage of household and personal goods shall be included up to the prevailing rate if it is necessary to protect and maintain living facilities of the family while a home is temporarily broken, providing such service is not available without cost.

The basis for the determination that storage is necessary and of the amount to be allowed shall be recorded in the narrative.

17. Debts

Payments on an obligation incurred by the family before applying for ANC shall be included if such payments are required to maintain an item of current necessity and the unpaid balance of the debt is within the ceiling for the particular item of necessity. If obligations incurred before applying for ANC have no relationship to the current needs, payments on such debts shall not be included in the budget.

(Section Continued on Next Page)

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CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

C-503

PAYMENT OF ASSISTANCE

Aid to Needy Children

C-503 (Continued)

C-503

A practice common in some parts of the state is for the family to purchase an item of household equipment by adding it to a continuing account at the store, thus making it impossible for the family to get a clear title to the purchase until the account is paid in full. However, because of the complexity of such accounts and loans, it may be found that a number of non-essentials are involved.

It, therefore, becomes necessary for the county to determine whether it is possible to make an adjustment by returning non-essential items and thereby reduce the unpaid balance of the indebtedness and make it possible to include allowance for the essential items within the ceilings. If an adjustment cannot be made, the county shall determine whether it is more desirable to:

- a. Advise the family to discontinue such payments and stand the chance of having the family forfeit all such items if the company wishes to repossess them, or
- b. Continue such payments.

If the county determines to select the first alternative above, it should be prepared to work out a plan to:

- a. Enable the family to purchase household equipment if it cannot be obtained through other sources.
- b. Enable the family to arrange a rental which would make it unnecessary to purchase such equipment, or
- c. Use a combination of both these ideas.

The basis for the determination that payment on a debt is necessary and the amount to be allowed shall be recorded in the narrative.

(Section Continued on Next Page)

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CONTINUATION SHEET
**FOR FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE**
 (Pursuant to Government Code Section 11380.1)

Aid to Needy Children

PAYMENT OF ASSISTANCE

C-503

C-503 (Continued)

C-503

**H. NEEDS SPECIFICALLY RELATED TO A PROGRAM OF VOCATIONAL REHABILITATION FOR
 A PARENT OR A PROGRAM TO ASSIST IN THE MAINTENANCE AND SELF-SUPPORT OF
 A FAMILY**

The goods and services which are a necessary part of a program of rehabilitation of a parent or of a program to assist in the maintenance and self-support of a family shall be included insofar as is possible if they are not obtainable through other sources in the community and if the program is not yet producing income sufficient to cover the cost. (When the program has progressed sufficiently that the income covers these expenses, the expenses shall be deducted from the gross income in determining net income in accordance with Chapter III, Income.)

Some of the items which may be a necessary part of such programs are:

1. Transportation
2. Telephone
3. Clothing
4. Rental of space
5. Utilities
6. Day Care
7. Supplies, tools, and equipment
8. Tuition and related fees
9. Licenses and union dues
10. Automobile or truck
11. Membership in 4H, Future Farmers of America
12. Fees paid to private employment agencies for placement.

The basis for the determination that the need is related to a program of rehabilitation or maintenance and self-support and the basis for the amount included in the budget shall be recorded in the narrative.

I. RELATION OF INCOME TO NEED

In order to establish the amount of aid needed for the family budget unit, it is necessary to relate the total net income available to the total need. The family is in need of aid to the extent that net income is insufficient to meet the costs of the minimum basic standard of adequate care for the family budget unit as defined by the SDSW. Net income shall be computed either on Form CA 241-A, Worksheet for Computation of Net Income and Total Income Available (optional), or otherwise clearly set forth in the narrative.

(Waic 1560)

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CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

C-518

PAYMENT OF AID

Aid to Needy Children

C-518 BEGINNING DATE OF AID

C-518

The beginning date of aid on applications and restorations is determined as follows:

1. Aid shall begin on the date the application is signed or request for restoration is made if county action granting aid is taken in the same month.
2. Aid shall begin on the first day of the month in which the application or restoration is granted if the application was signed or restoration was requested in a previous month, and the county grants aid within 60 days.
3. If the application or request for restoration is granted on the sixty-first or some subsequent day after the application or request for restoration, aid shall begin on the first of the month in which the county grants aid, or from the first of the month following the expiration of the 60-day period, whichever is earlier.
4. If an application or request for restoration was improperly denied and such erroneous action is corrected, aid shall begin on the date aid would have begun had there been no denial action.
5. Aid shall begin on the date specified by the SSWB in an order awarding aid.

The day following that on which an application is signed or restoration is requested is the first day of the 60-day period. If the 60th calendar day falls on a Sunday or a legal holiday, the following day is considered the last day of the period.

If application or request for restoration is made for an additional child, the 60-day period for the additional child begins on the day following that on which the application for this child is signed or restoration is requested.

If county action is withheld for a child included on the original application or request for restoration for a family group pending the determination of his eligibility or ineligibility, the 60-day period for this child begins on the day following that on which the original application is signed or restoration requested.

The beginning date of aid shall not precede the signing of the application or the date of request for restoration of aid. Exception: If responsibility for payment of aid is transferred to another county, aid in the new county may precede the signing of the application in the second county. (See Sec. C-554, Payment of Aid in Inter-County Transfers)

(Section Continued on Next Page)

CALIFORNIA--SDSW-MANUAL-ANC

REVISION 315

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CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIC
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Aid to Needy Children

PAYMENT OF AID

C-518

C-518 (Continued)

C-518

If eligibility is established from a date subsequent to the date aid would otherwise begin, aid shall begin effective the date on which the child became eligible. Under such circumstances a statement of the specific reason for the later date of aid shall be made on the authorization document.

If eligibility is dependent upon medical evidence, the condition described in such evidence shall be considered to have existed from the first of the month in which the medical examination is made.

If aid is restored for a child following his release from a public institution, aid shall not begin prior to the date he leaves the institution, unless aid is restored pursuant to Sec. C-426, Determination of Living in the Home of a Relative for Federal Participation, in which case the initial payment may antedate the child's departure from the public institution. If aid is restored for a child following his absence from a boarding home or institution, aid shall not begin prior to the day he returns to that foster home or institution or enters another foster home or institution.

If aid begins on the first day of a month, payment shall be made for the full month. If aid begins after the first of a month, payment shall cover only the portion of the month for which aid is granted including the beginning date.

(W&IC 1550, 1550.5, 1560)

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CALIFORNIA-SDSW-MANUAL-ANC

REVISION 304

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CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

C-725 SPECIFIC INSTRUCTIONS FOR ANC PERMANENT SAMPLE SCHEDULE, FORM CA 251

C-725

County - Enter the name of the county.

Case Name - Enter the name of the case.

State Number - Enter the state number by which the case is identified.

County Number - Enter the county number by which the case is identified.

Date of Approval or Completion of Reinvestigation - For reinvestigations, enter the date on which the reinvestigation of eligibility was completed. In other cases, enter the date on which the most recent application (including inter-county transfers), reapplication, or request for restoration was granted by action of the board of supervisors (or agent).

Item 1. Reason Schedule Prepared - Check the box which shows the reason this schedule was prepared.

Item 2. Birthdates of Eligible Children - Enter the birthdates (month and year) of the youngest and oldest eligible children. If there is only one eligible child, enter the birthdate in the space titled "youngest child." If the youngest child is unborn, enter "unborn."

DATA ON YOUNGEST ELIGIBLE CHILD

Note: Data on parents of youngest child refers to natural or adoptive parents.

Item 3. Birthplace - Check the one appropriate box to indicate whether the child was born in California or elsewhere or is not yet born.

Item 4. Race - Check the one appropriate box. For all persons of Mexican descent (including Mexican-Indian) check "Mexican." "Indian" refers to American-Indian.

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CONTINUATION SHEET
**FILING ADMINISTRATIVE REGULATION
 WITH THE SECRETARY OF STATE**
 (Pursuant to Government Code Section 11380.1)

C-725

PERMANENT SAMPLE PROCEDURE

Aid to Needy Children

C-725 (Continued)

C-725

- Item 5. Reason Deprived of Parent's Support or Care - Check one box for each parent. Report reason as of date schedule completed.

Incarcerated refers to confinement in a penal or correctional institution (including road camps and county jails). (See Sec. C-240)

Incapacitated refers to any physical or mental illness or disability which prevents the mother from giving her child normal care or the father from working full time at regular employment (include hospitalization). (See Sec. C-250)

Continuously Absent refers to all continuous absences from the home not due to incarceration or hospitalization. (See Sec. C-240)

- Item 6. Child Living With - Check to indicate the person or persons with whom the child is living. If the mother or father, or both, are in the household with the child, check the item which indicates this fact regardless of the presence of other persons. For example, if both parents and the child are in the home of the grandmother, check "1."
- Item 7. Marital Relationship of Parents (as of Date Schedule Completed) - If both parents are dead, check "6." If only one is dead, the status of the other is to be reported as widowed if they were married at time of death. In other cases report the present status, i.e., unmarried, divorced, separated, or marriage annulled. For the purpose of this item, the parents are considered as divorced if an interlocutory divorce decree is in effect. Report as married common law marriages occurring in a state or country in which such marriages are recognized as legal. (Common law marriages occurring in California are not recognized as legal.) If the marital status is unknown, check Code V.
- Item 8. Employment Status of Mother and Father - Check the first item which is applicable for each parent. For the purposes of this section include parents whether or not they are members of the family budget unit. Check "1" only if the parent(s) is continuously absent, incarcerated, or dead. If the parent is not employed but it appears that employment is available and the family situation permits the parent to work, check "Employment indicated."
- If the parent is employable, but reasonable employment is not available, check "No reasonable employment available."
- Check "Unable to accept reasonable employment" if the parent is not able to accept employment due to reasons of health, care of children, or other reasons. (See Sec. C-207)
- Item 9. Total Years in California - Report separately the number of years the father and mother of the youngest eligible child have lived in California as of date the schedule is completed.

(Section Continued on Next Page)

CALIFORNIA-SDSW-MANUAL-ANC

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CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
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Aid to Needy Children

PERMANENT SAMPLE PROCEDURE

C-725

C-725 (Continued)

C-725

PERSONAL PROPERTY

Item 10. Personal Property Considered in Determining Eligibility - Enter the value of the items listed, i.e., the amounts used in determining eligibility.
(See Secs. C-327 and C-340)

No personal property - If there is no personal property, check "no personal property."

Life Insurance - Enter the net cash surrender value of all life insurance policies. (See Sec. C-340)

Cash and/or Securities - Enter the value of cash and securities. (See Sec. C-340)

Motor Vehicle(s) - Report the value of automobiles, trucks, motorcycles, etc. Exclude the value of motorized farm equipment and house trailers used as dwellings; report these below under "Other." (See Sec. C-340)

Other - If an item of personal property fits none of the other listed categories, enter its value in "Other." (See Secs. C-327 and C-340)

Total Value of Personal Property - Enter the sum of the entries in Item 10.

Item 11. Owns Personal Property Not Included Above Because Exempt Under Plan for Self-support - If any personal property, which would otherwise be considered in determining eligibility, is exempt from such consideration because it is to be used under a plan for self-support, check this item "yes." Otherwise, check "no." (See Sec. C-327)

REAL PROPERTY

Item 12. Nature - Check to indicate the nature of the real property owned by the children or the family and considered in determining eligibility.
(See Sec. C-322)

Item 13. Value - Total Assessed Value - Enter the total county assessed value of real property reported under Item 12.

Total Encumbrances - Enter the total amount of encumbrances against the real property reported under Item 12.

Net Assessed Value - Enter the difference between the total assessed value and total encumbrances. If the encumbrances are greater, enter "0."

Item 14. Family Budget Unit Composition - Enter in this item information on the "Family Budget Unit" as distinguished from the "Household." The family budget unit consists of all persons whose needs are considered in determining the amount of the ANC payment. (See Sec. C-503)

Eligible Children - Enter the total number of children in the family budget unit who are eligible for ANC.

Ineligible Children - Enter the number of needy children under age 21, ineligible for ANC, who are included in the family budget unit.

Parents (including stepparents) - Enter the number of parents (natural or adoptive parents, or stepparents) included in the family budget unit.

(Section Continued on Next Page)

CALIFORNIA-SDSW-MANUAL-ANC

REVISION 317

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CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
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C-725

PERMANENT SAMPLE PROCEDURE

Aid to Needy Children

C-725 (Continued)

C-725

Needy Related Caretaker - If the family budget unit includes a person, other than a parent or stepparent, who acts as caretaker for the family and is eligible for federal participation, report such a person here.

Other Persons - Enter the number of other needy persons included in the family budget unit.

Total Persons - Enter the total number of persons in the family budget unit, i.e., the sum of entries in Item 14.

- Item 15. Financial Summary of Family Budget Unit - Note - For new applications, reapplications, and restorations, the entries in this section should represent data used in computing the first full month's ANC payment. These items may differ from the initial month data, e.g., if General Relief was given during the investigation period only, or if a partial month's payment was made. For all other cases the data should reflect the situation as of the month the schedule was prepared.

If all entries are made correctly, the sum of the entries in "Total Net Income," "ANC Payment," and "Unmet Need" should be equal to, or within \$2 of, "Total Need."

Total Need - Enter the amount of total need.

Total Net Income - Enter the amount of net income considered in determining the amount of aid; exclude General Relief given the family preceding completion of the ANC investigation and discontinued as soon as ANC became available.

ANC Payment (Full Month): Enter the amount of the first full month's ANC payment.

Unmet Need - If the amount of the ANC payment added to the total income is less than the total need, enter the difference. If there is no unmet need, enter "none."

County Supplementation - Enter the amount of county aid payment in excess of the participating base, if any.

FOR NEW CASES AND REAPPLICATIONS ONLY

- Note: Items 16, 17, and 18 are to be completed only for cases approved for ANC for the first time or after being discontinued for a year or more, i.e., those checked "new application" or "reapplication" under Item 1.

- Item 16. Duration of Parents' Absence - If reason for deprivation was continuous absence of either parent, enter the check mark in the appropriate box to indicate the duration of absence at the time of approval of application.

Check both boxes "not absent" if reason for deprivation was other than absence.

- Item 17. Principal Sources of Support During 12 Months Preceding Application - Check each of the listed sources which provided significant income to the family during the 12 months immediately preceding application. If there were important sources other than those listed, check "other" and specify them in the space provided.

- Item 18. Was the Case Receiving General Relief at Time of Application? During Investigation? - This item is self-explanatory.

(WIC 115, 116, 1560)

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